

Note: Acrobat Reader 4.0 or Higher is Required

**JCALs TODO FUNCTIONAL USERS GUIDE
(USAF)**



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

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RECOMMENDED CHANGE: Recommended changes shall be sent to the AAC/WMYL, JCALS Functional Development Team, 207 West D Avenue – Suite 308, Eglin AFB, FL 32542-6844.

DISCLAIMER: The contents of this Instructional Guide are valid as of the date of publication. To ensure the most up to date instructions are used, view the latest version available from the JCALS Reference Library (EGLIN/EGLIN AFB - Ft. Walton Beach-FL EGLIN).

01 OCTOBER 2002

EFFECTIVE SECTION CHANGES

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JCALS SWP 3.1.1 FUNCTIONAL INFORMATION

Highlights = TODO Most Used Item

General Info	<p>1. Changing Your JCALS Pass Words (Changing Login and Database Passwords)</p> <p>2. TM Processes (TYPE & SUBTYPE Screens)</p> <p>3. Creating Shortcuts (Shortcuts to TM Processes)</p>
Generating Reports	<p>4. Backorder Report by Account (<u>Generate Inventory Reports</u> / 4.2.1 – <u>Backorder By Account Report</u>)</p> <p>5. Check Status of TO Order (<u>Manage One Time Requisition</u> / 3.10.10 – <u>Search for Publication Orders</u> (Viewing a Publication Order))</p> <p>6. Produce ID Report by Account or Publication (<u>Manage Initial Distribution for a TM</u> / 4.2.52 – <u>Generate ID Report by Account or Publication</u>)</p> <p>7. Reconciliation Report (CSRL) (<u>Manage TM Accounts</u> / 4.2.45 – <u>Generate Account Reconciliation Report</u>)</p> <p>8. Master Address Report (<u>Manage TM Accounts</u> / 4.2.50 – <u>Generate a Master Address Report</u>)</p> <p>9. Printing Reports in MS Word & Excel (4. – Print Report Files [No Type/Subtype Reference])</p>
Managing Account	<p>10. Order a TO (<u>Manage One Time Requisition</u> / 3.10.9 – <u>Order a Publication</u>)</p> <p>10.1 Special Instructions for ordering TO Supplements and TCTO's</p> <p>11. Make a Few Changes to ID (<u>Manage Initial Distribution for a TM</u> / 3.10.6 – <u>Specify Account ID for a Publication</u>)</p> <p>11.1 Special Instructions for going on ID for TCTO Series Headers</p> <p>12. Make Many Changes to ID (<u>Manage Initial Distribution for a TM Account</u> / 3.10.1 – <u>Specify Initial Distribution Requirements for a TM Account</u>)</p> <p>13. View a TO Index (<u>Manage TM Index</u> / 3.9.1 – <u>View an Index Entry</u> (Determine the Proponent of a TM))</p>
Lib.	<p>14. Find & View a Digital TO (2.7.1 – Searching the Reference Library [No Type/Subtype Reference])</p>
Rec.	<p>15. Document Receipt of TO's (<u>Manage TM Accounts</u> / 3.6.14 – <u>Manage Receipt of Publications</u>)</p>
PIM	<p>16. AFTO Form 22 (<u>Improve TM</u> / 3.11.1 – <u>Recommend a TM Change</u>) ***(PIM ONLY)***</p> <p>16.1. HQ ACC AFTO FORM 22 COORDINATION</p>
IRTS	<p>17. Report & Track JCALS Related Problems (2.2.5 – Submitting an Incident, Reporting and Tracking System [IRTS] [No Type/Subtype Reference])</p>
WWW	<p>18. JCALS on the WORLD WIDE WEB</p> <p>19. JCALS Desktop Instructions For Air Force Users (DI) http://www.pdsm.wpafb.af.mil/toprac/JCALS_DI.htm</p>

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1. CHANGING PASSWORDS

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1. CHANGING PASSWORDS

The following Training Aid was developed to provide visual instructions for Changing Passwords. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to Change Passwords. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to Changing Passwords.

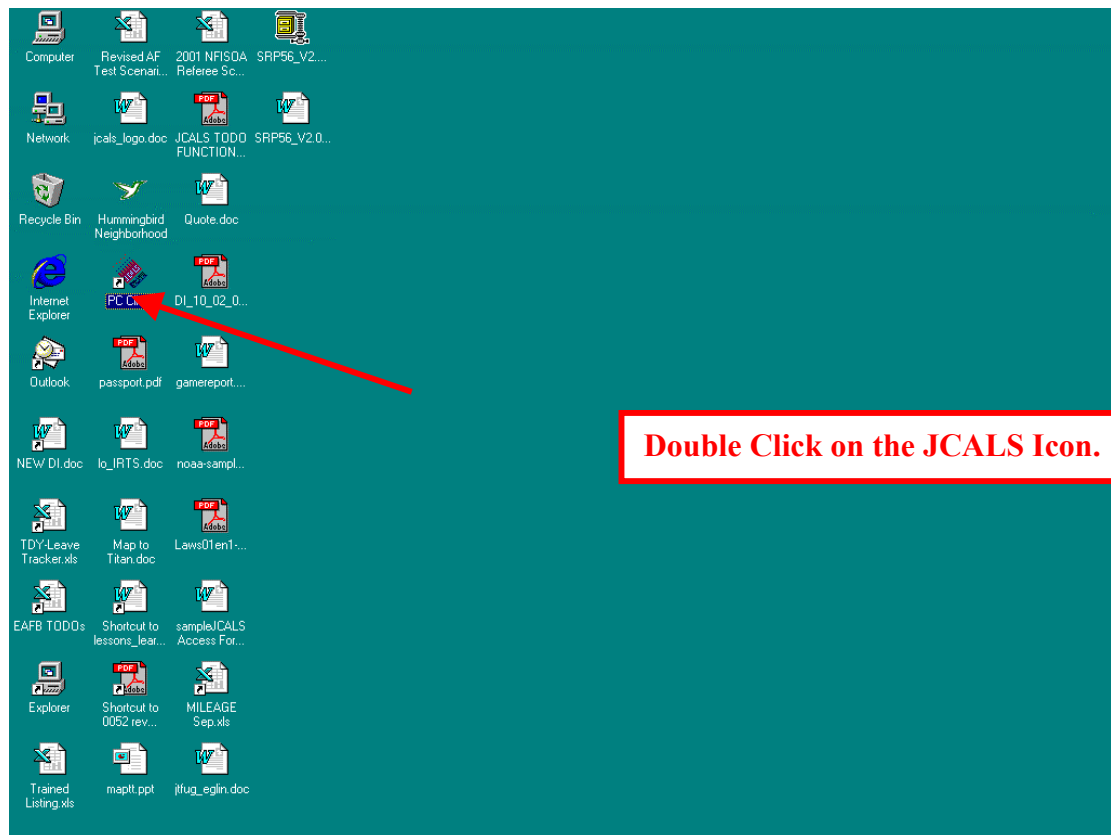


Figure 1

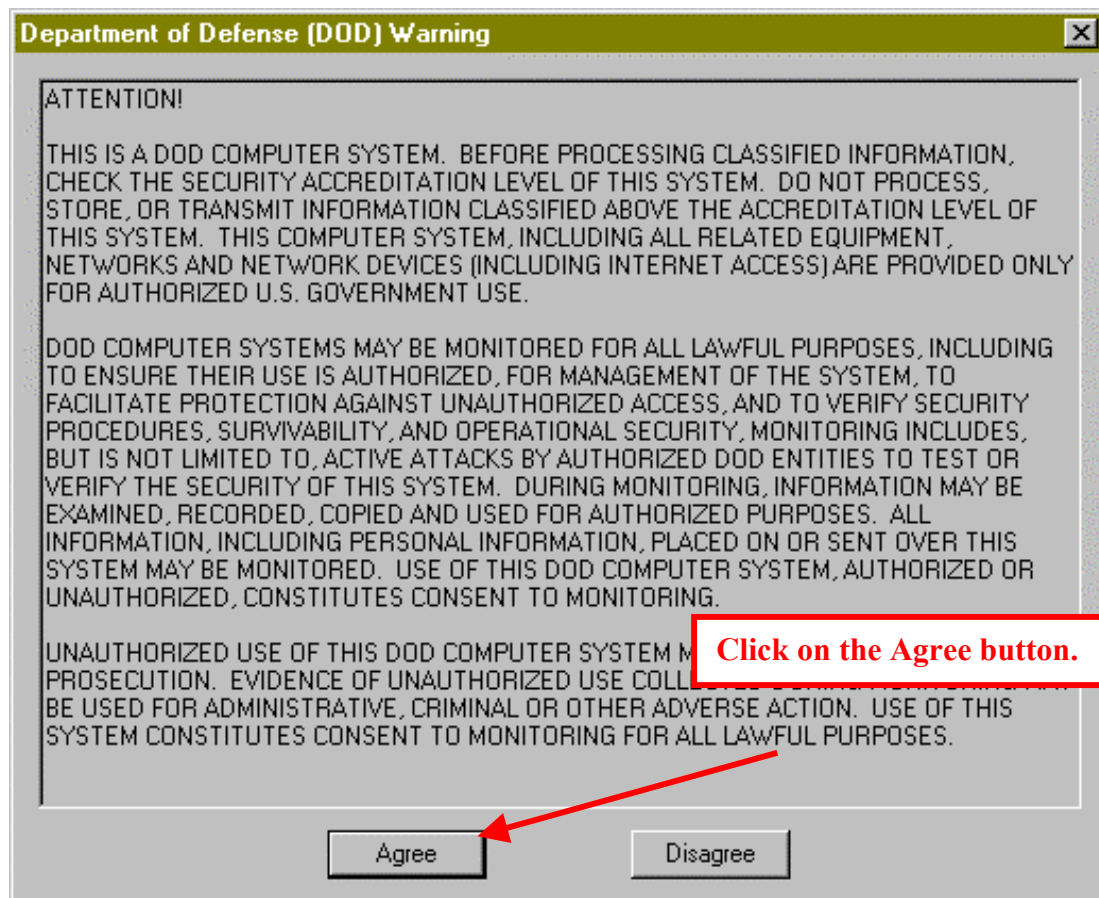


Figure 2

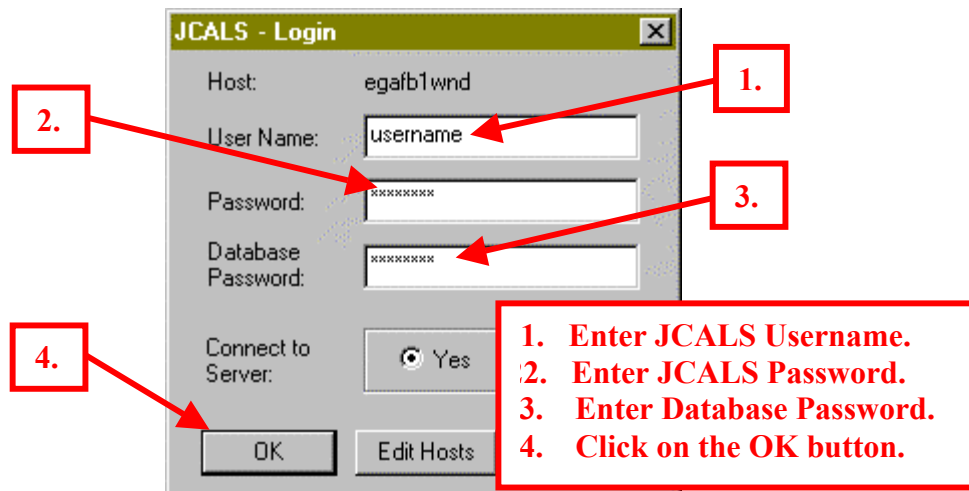


Figure 3



Figure 4

SPECIAL NOTE

As always, please make sure your passwords are at least eight characters long, comprised of upper/lowercase alpha characters, a minimum of two numbers, and one of the following special characters ! @ # \$ % ^ &

Examples: Gdyesr45! prTy98by@ afRL@th25

Note: Avoid using any of the following special characters * () _ - + =

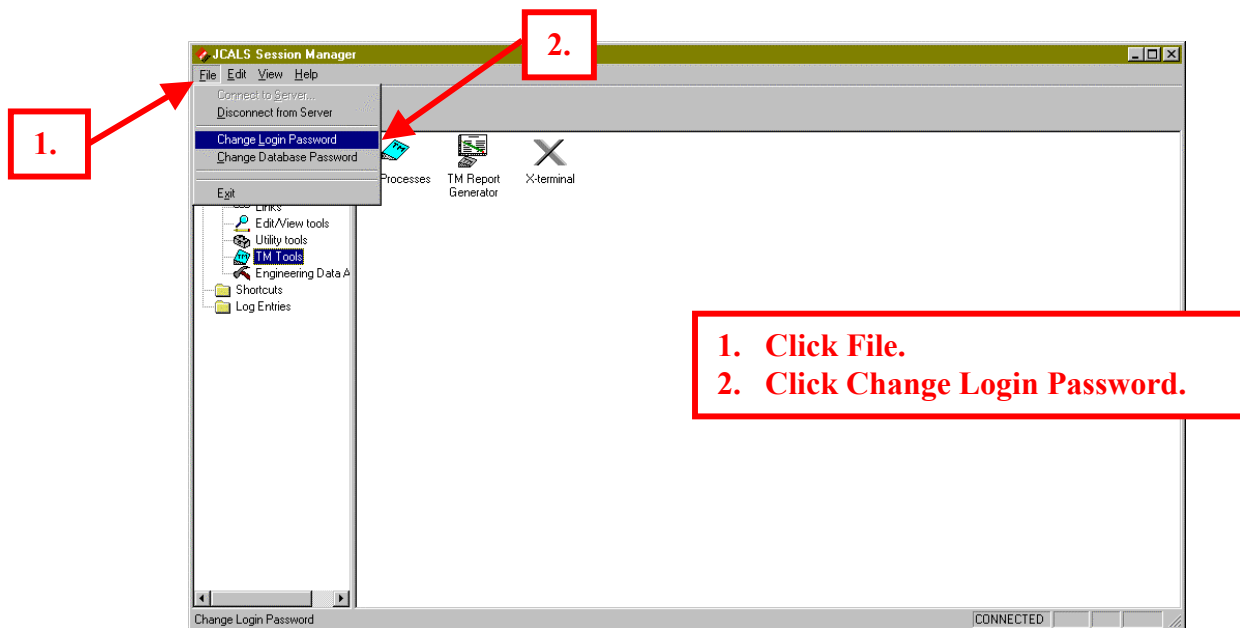


Figure 5

1. Input your old Login Password.
2. Input your new Password (passwords are at least eight characters long, comprised of upper/lowercase alpha characters, a minimum of two numbers, and one of the following special characters ! @ # \$ % ^ &
3. Confirm (re-input) your new password.
4. Click OK.

1. Input your old Login Password.
2. Input your new Password (passwords are at least eight characters long, comprised of upper/lowercase alpha characters, a minimum of two numbers, and one of the following special characters ! @ # \$ % ^ &
3. Confirm (re-input) your new password.
4. Click OK.

Figure 6

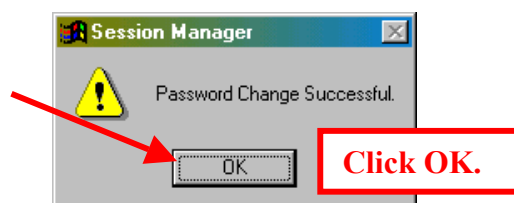


Figure 7

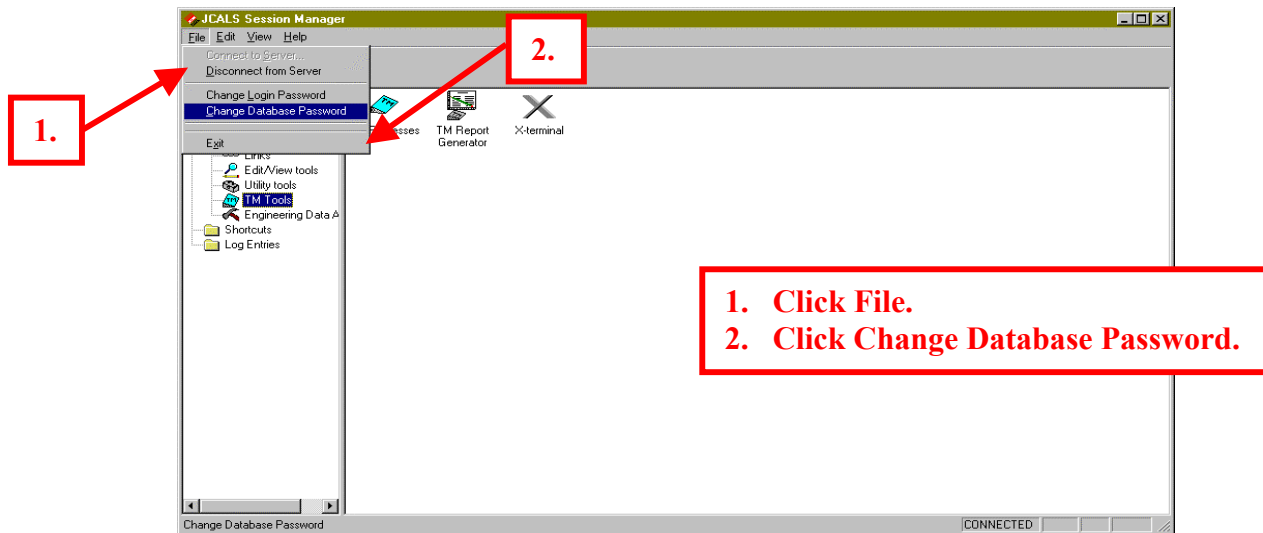


Figure 8

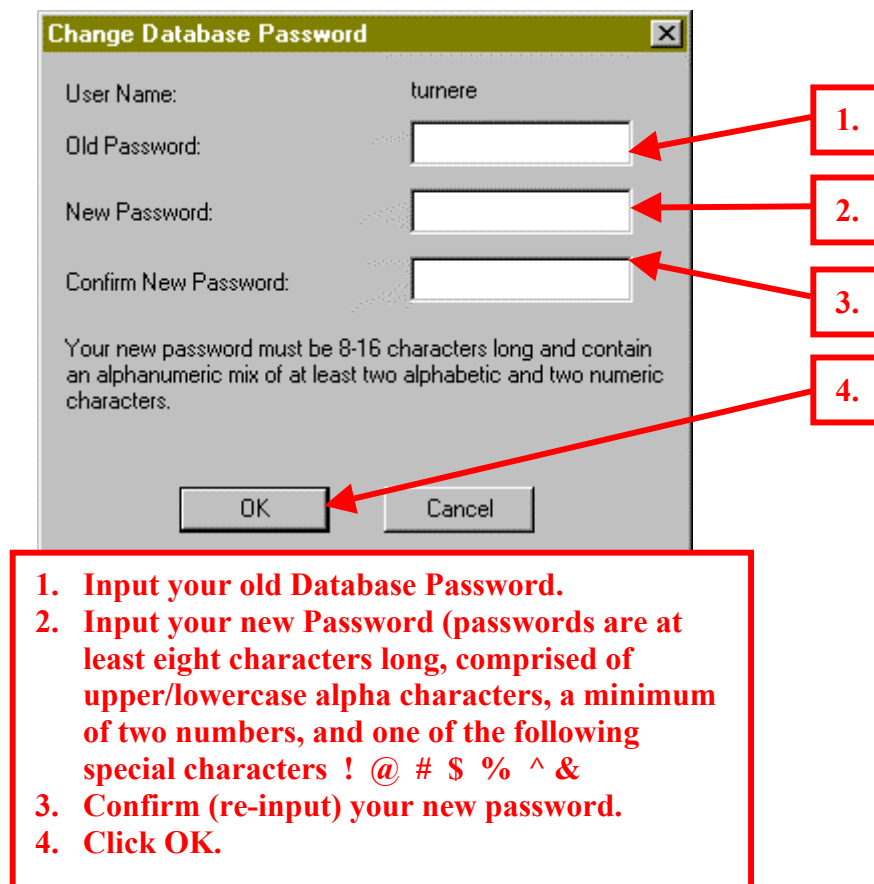


Figure 9



Figure 10

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2. TM PROCESSES

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2. TM PROCESSES

The following Training Aid was developed to provide visual view of the TM Processes required to use when starting each individual TM process. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to start each of the TM Processes. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives required to perform the following TM Processes.

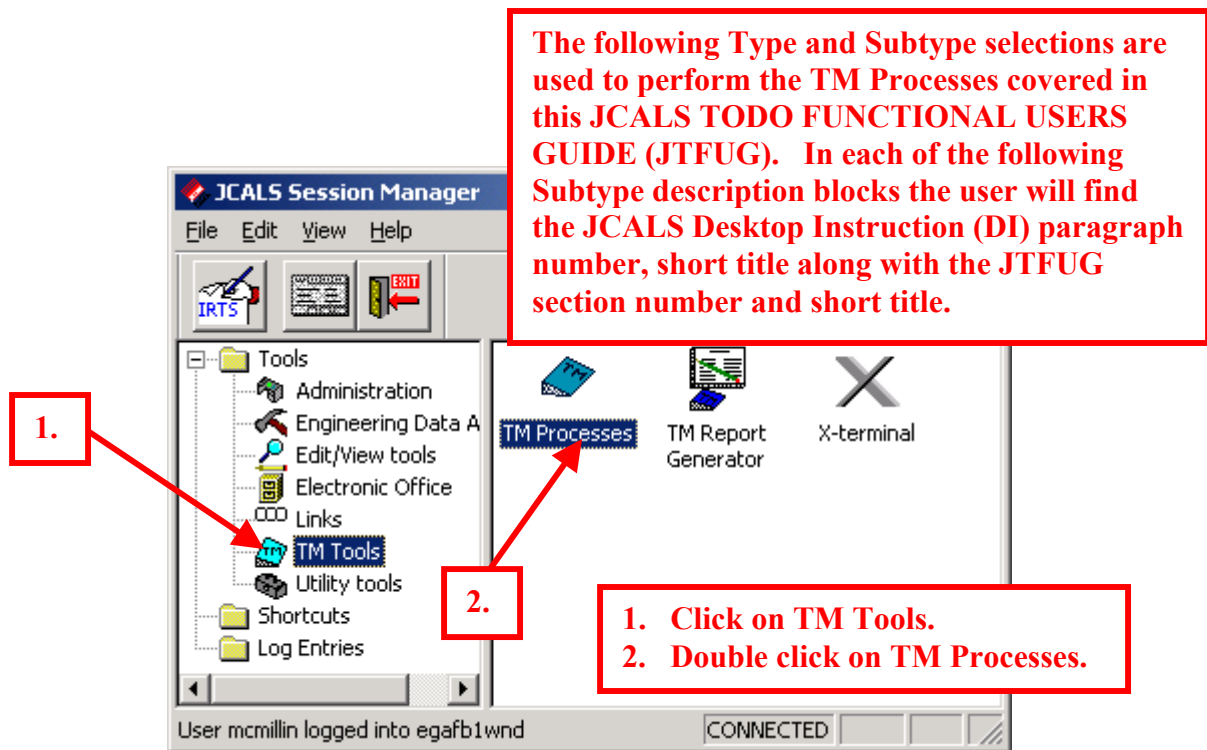


Figure 1

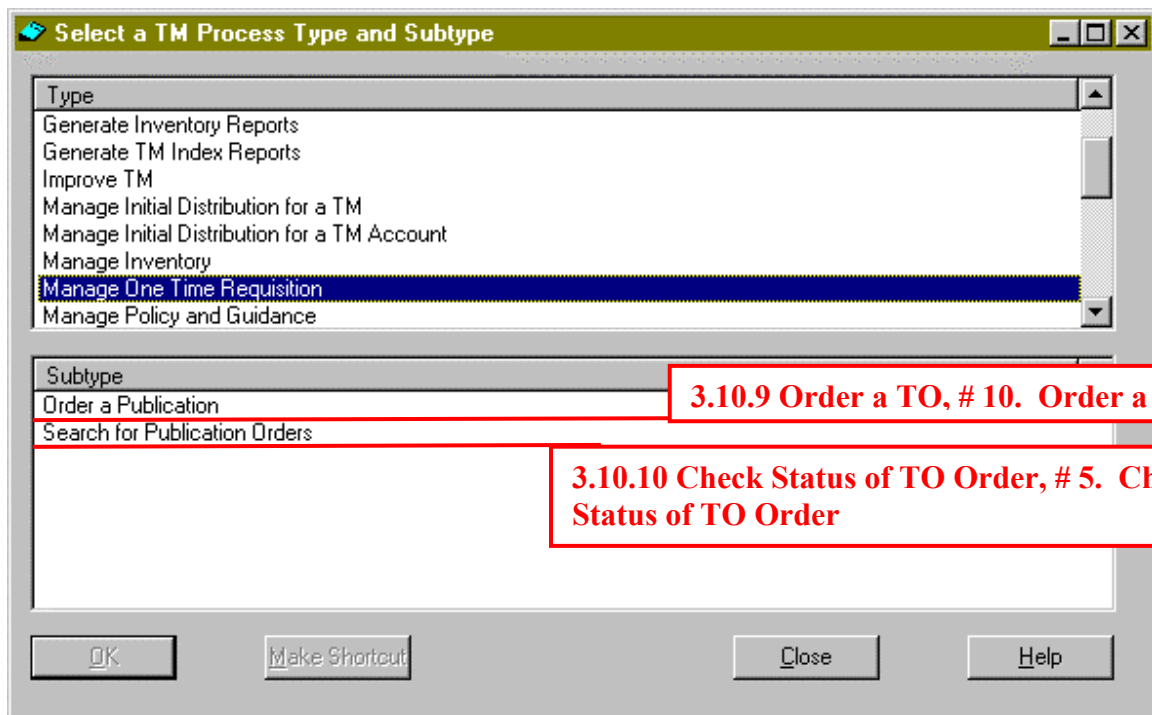


Figure 2

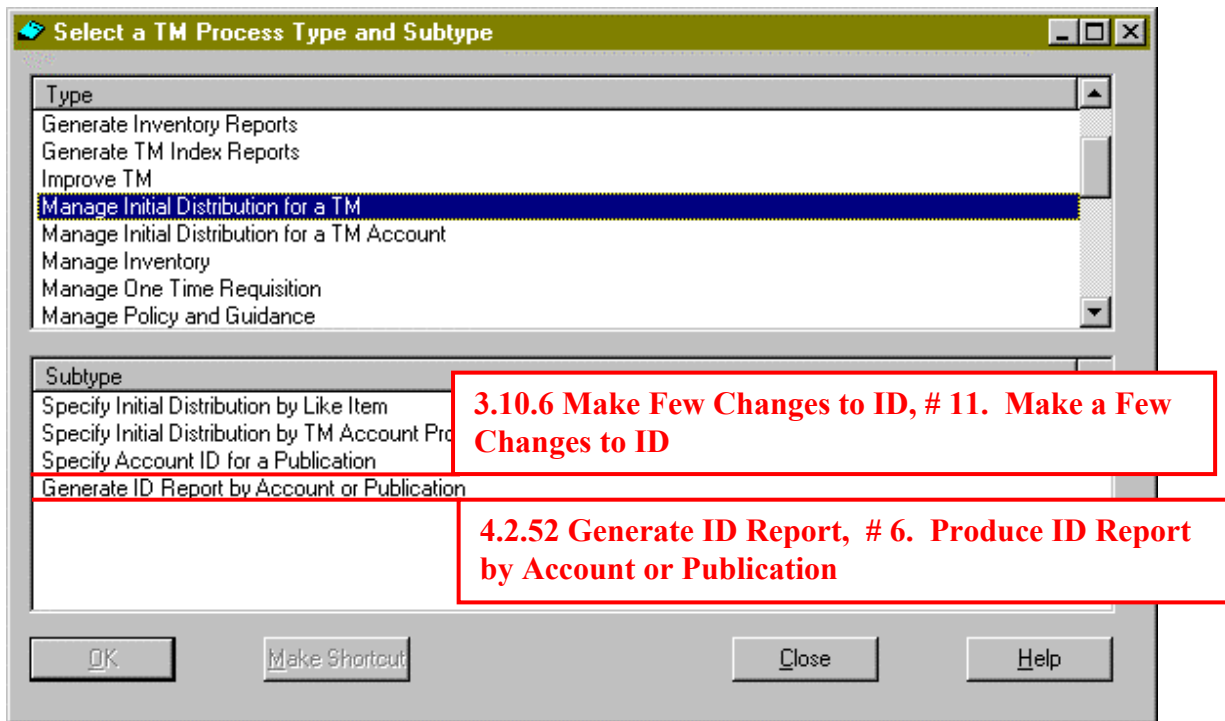


Figure 3

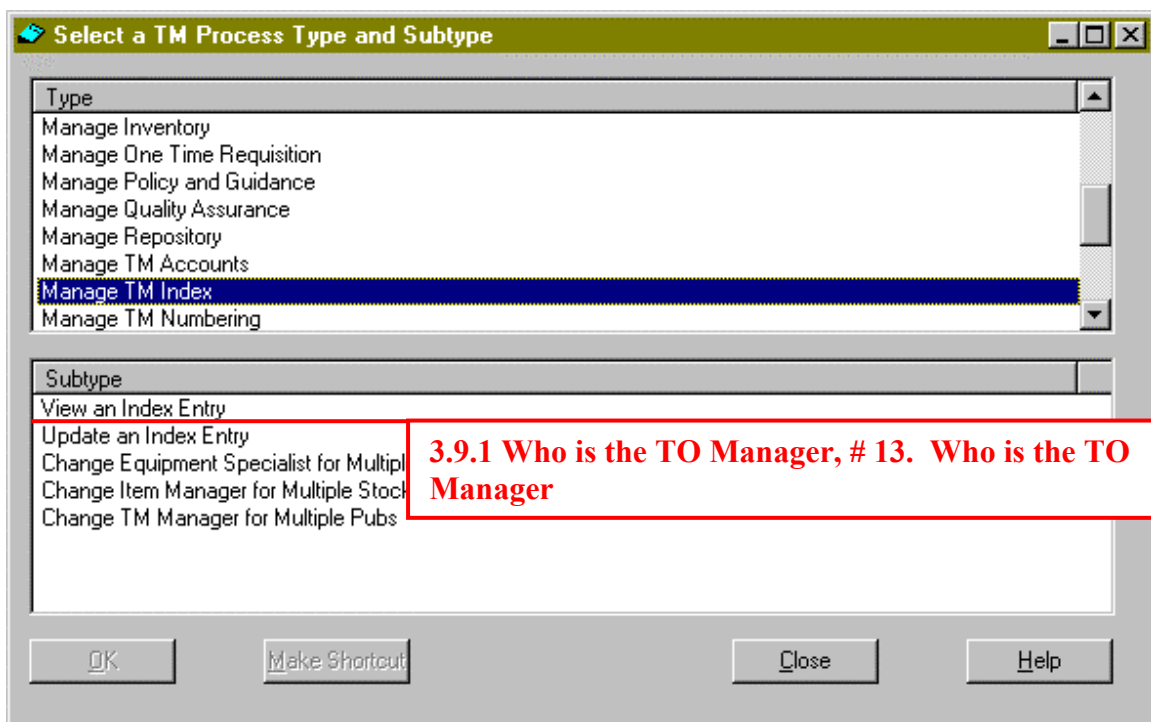


Figure 4

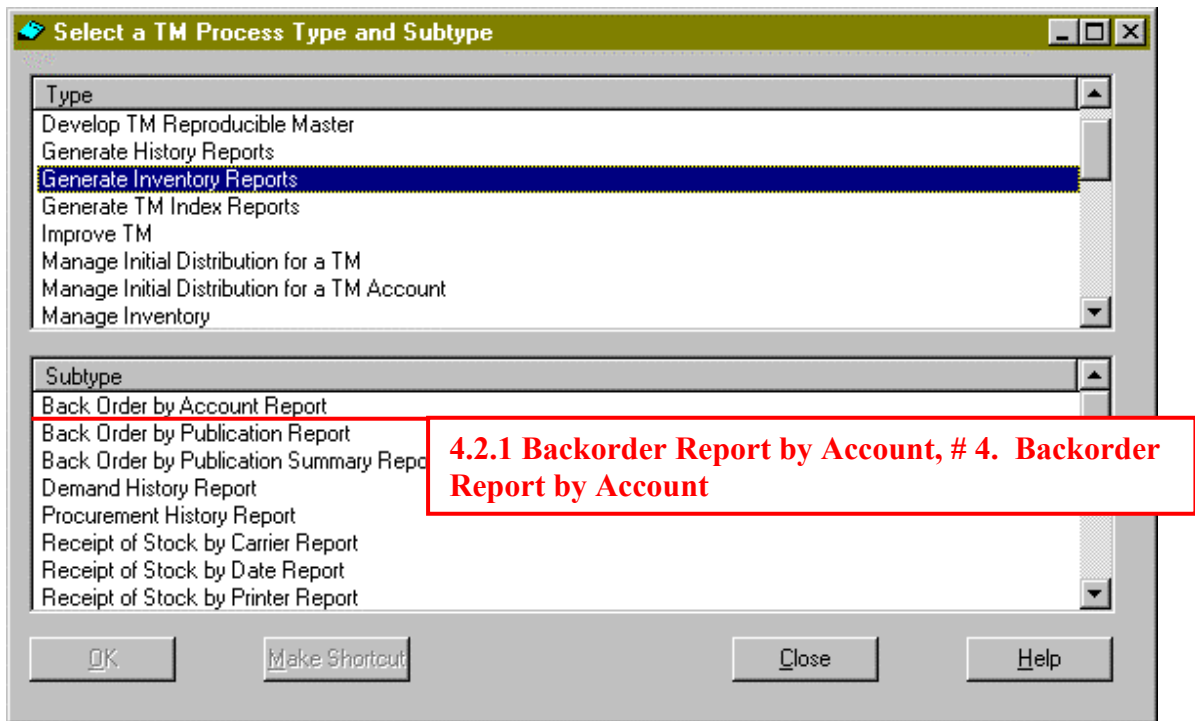


Figure 5

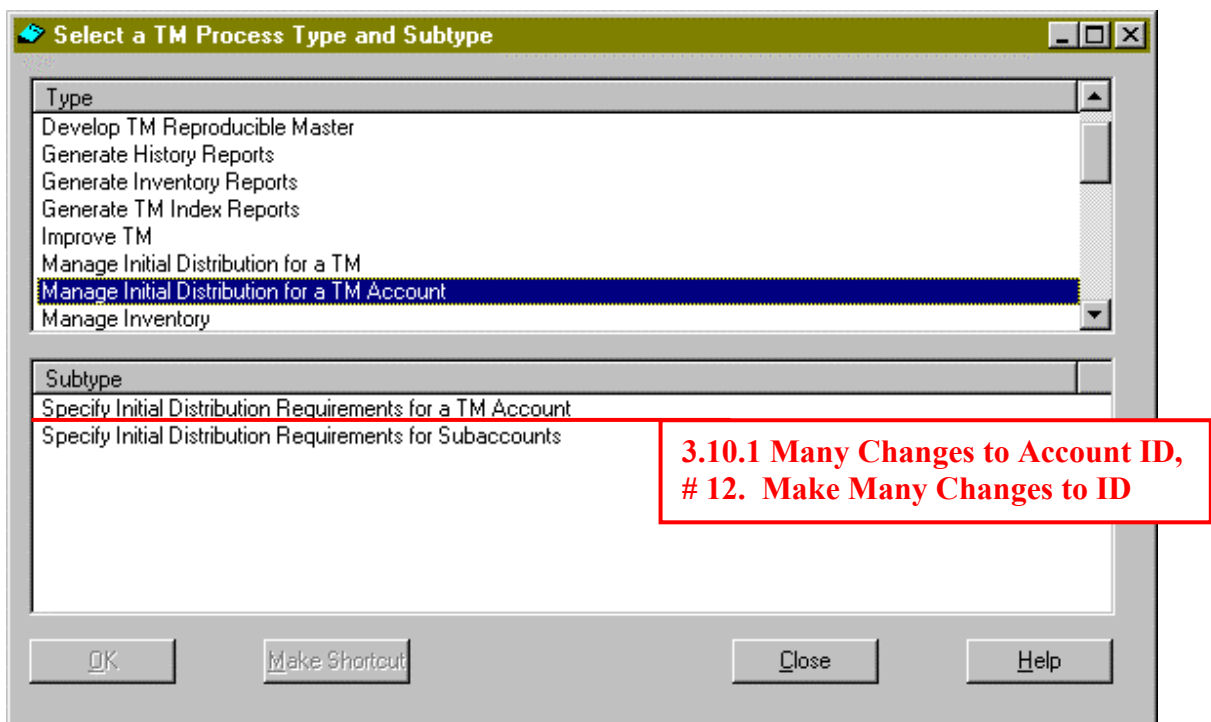


Figure 6

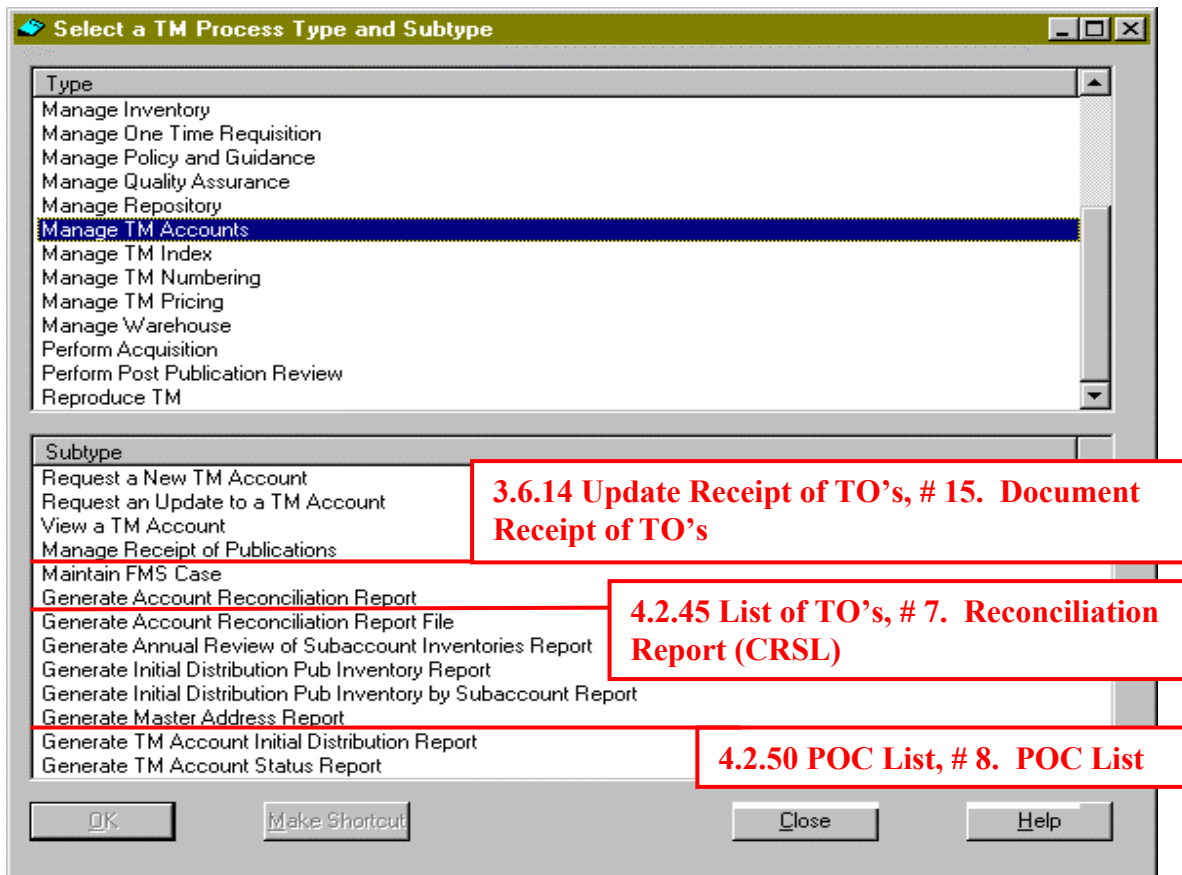


Figure 7

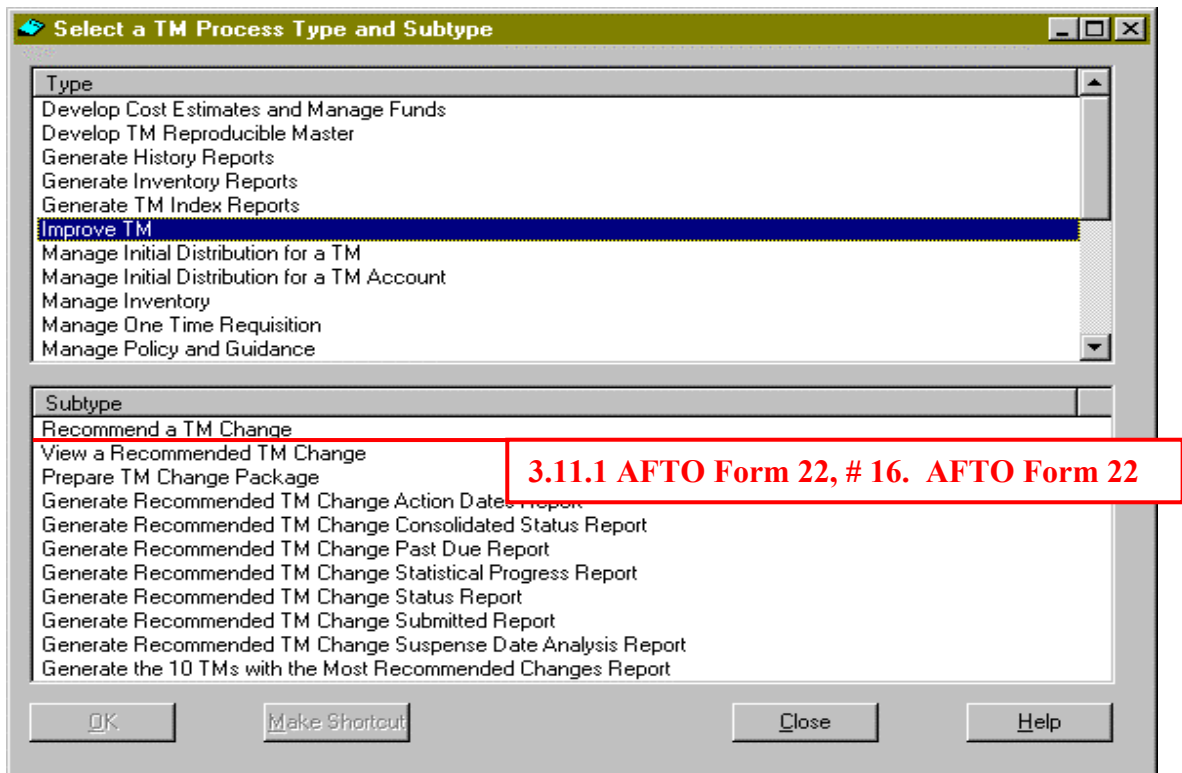


Figure 8

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3. CREATING SHORTCUTS

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3. CREATING SHORTCUTS

The following Training Aid was developed to provide visual instructions for making Shortcuts. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to Make a Shortcut. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to Creating Shortcuts

CREATING SHORTCUTS

This process will work for all Select a TM Process Type and Subtype selections. Once a shortcut is created, it is no longer necessary to open the TM Processes folder to accomplish that task.

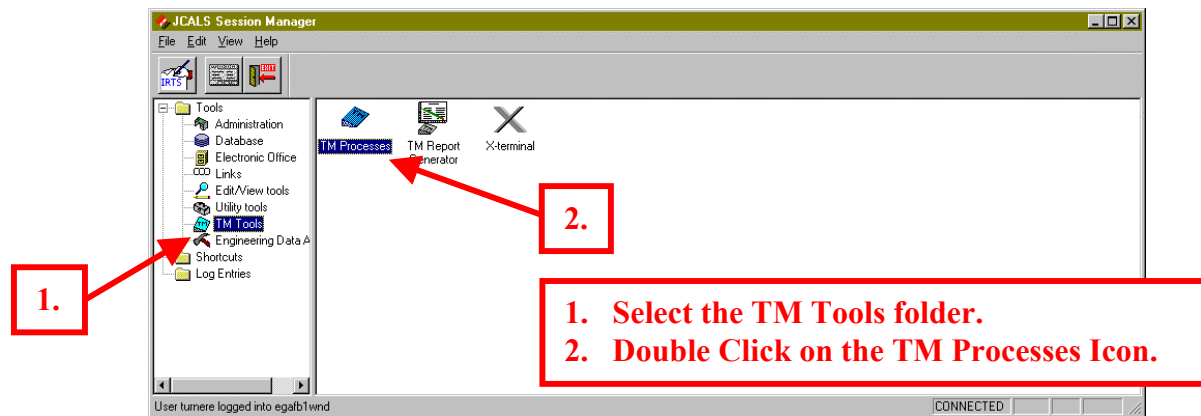


Figure 1

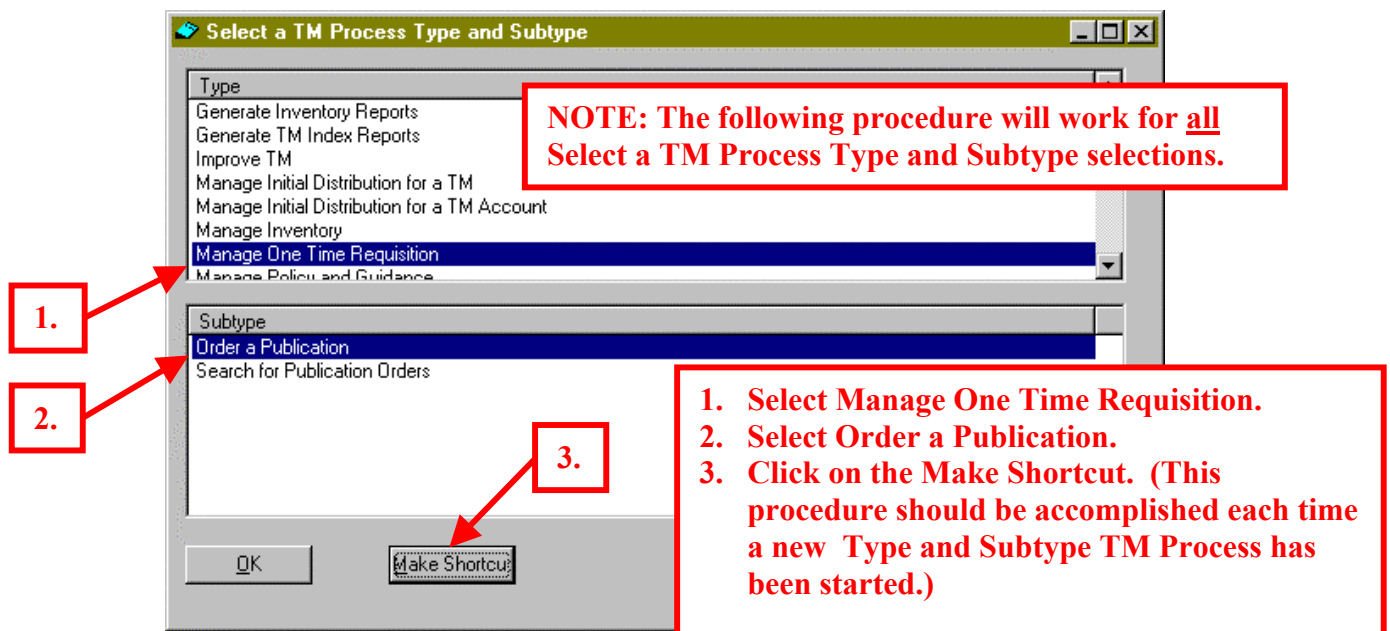


Figure 2

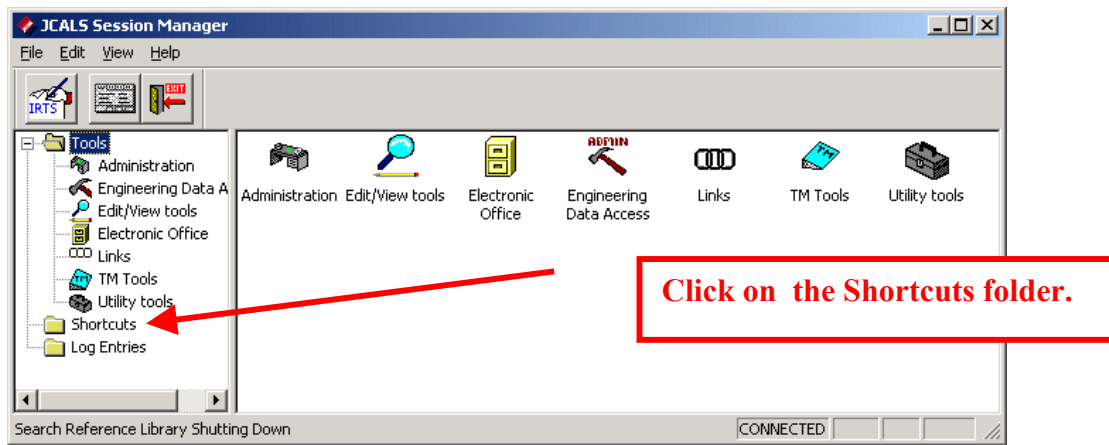


Figure 3

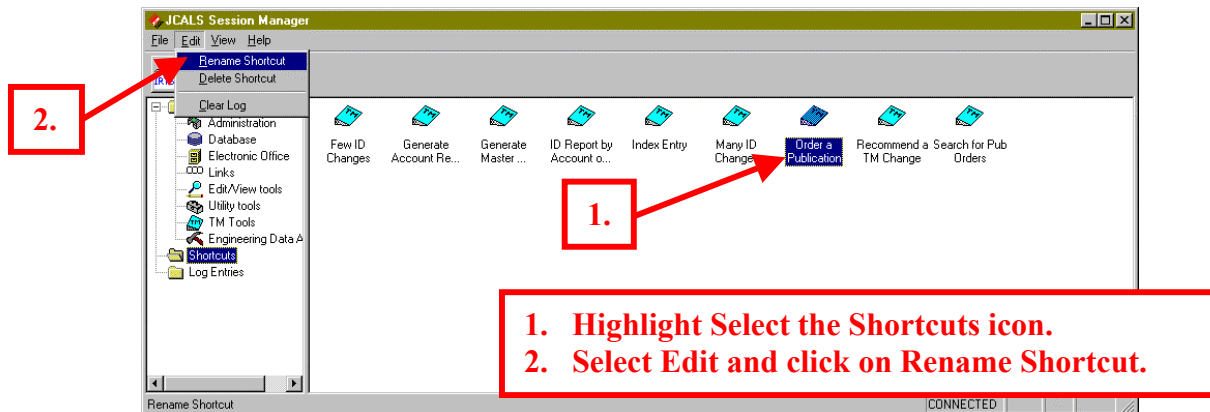


Figure 4



Figure 5

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4. BACKORDER REPORT BY ACCOUNT

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4. BACKORDER REPORT BY ACCOUNT

The following Training Aid was developed to provide visual instructions to produce a Backorder Report By Account. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to produce a backorder report by account. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives required to produce a Backorder Report By Account.

4.2.1 BACKORDER BY ACCOUNT REPORT

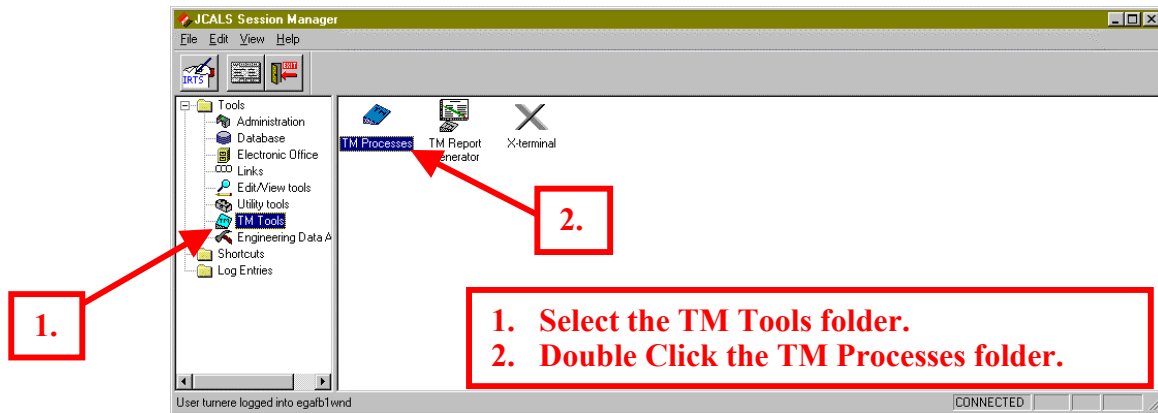


Figure 1

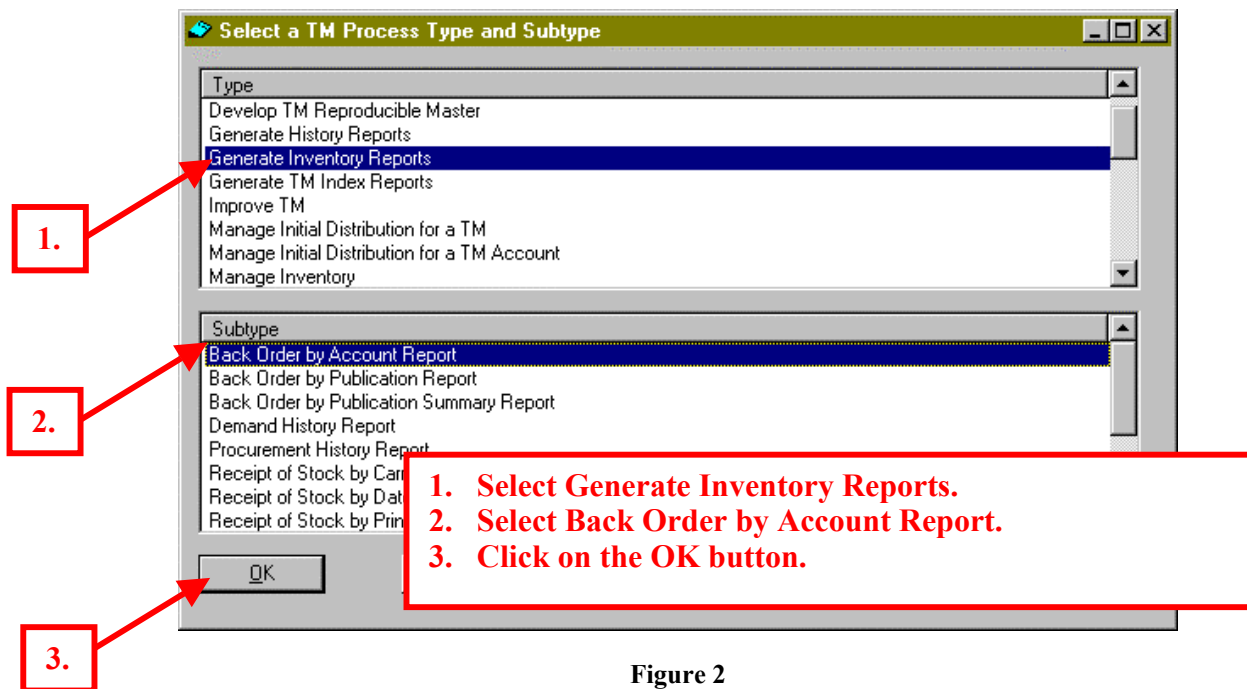


Figure 2

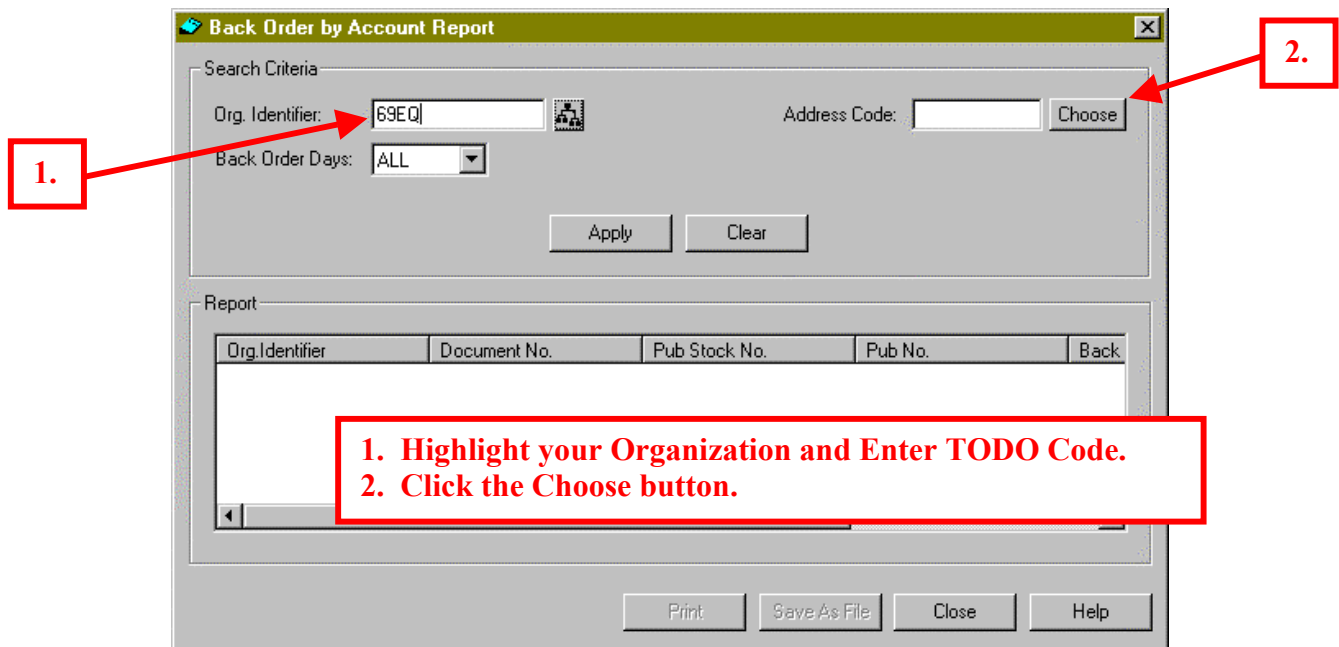


Figure 3

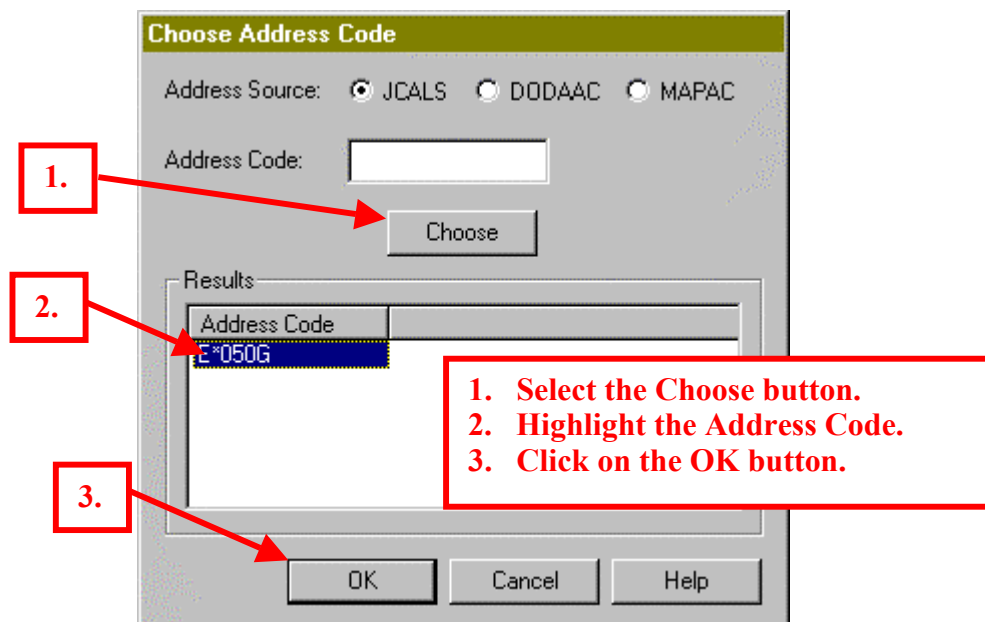


Figure 4

Back Order by Account Report

Search Criteria

Org. Identifier: 69EQ Address Code: E*050G Choose

Back Order Days: ALL

Apply Clear

Report

Org. Identifier	Document No.	Pub Stock No.	Pub No.	Back
-----------------	--------------	---------------	---------	------

Print Save As File Close Help

Click on the Apply button.

Figure 5

Run Report

Do you want to run the Generate Back Order By Account Report?

Yes No

Click on the No button.

Figure 6

Back Order by Account Report

Search Criteria

Org. Identifier: 69EQ Address Code: E*050G Choose

Back Order Days: ALL

Apply

Report

Org. Identifier	Document No.	Pub Stock No.	Pub No.	Back
1302	F*123M11971201	32T000765000006	32-1-567	6
1302	F*123M11971202	32T000768000006	32-1-568	6
1302	F*123M11971201	32T000765000006	32-1-567	6
1302	F*123M11971202	32T000768000006	32-1-568	6
1302	F*123M11971201	32T000765000006	32-1-567	6
1302	F*123M11971202	32T000768000006	32-1-568	6

Print Save As File Close Help

**1. View data.
OR
2. Click on the Save As File button.**

1.

2.

Figure 7

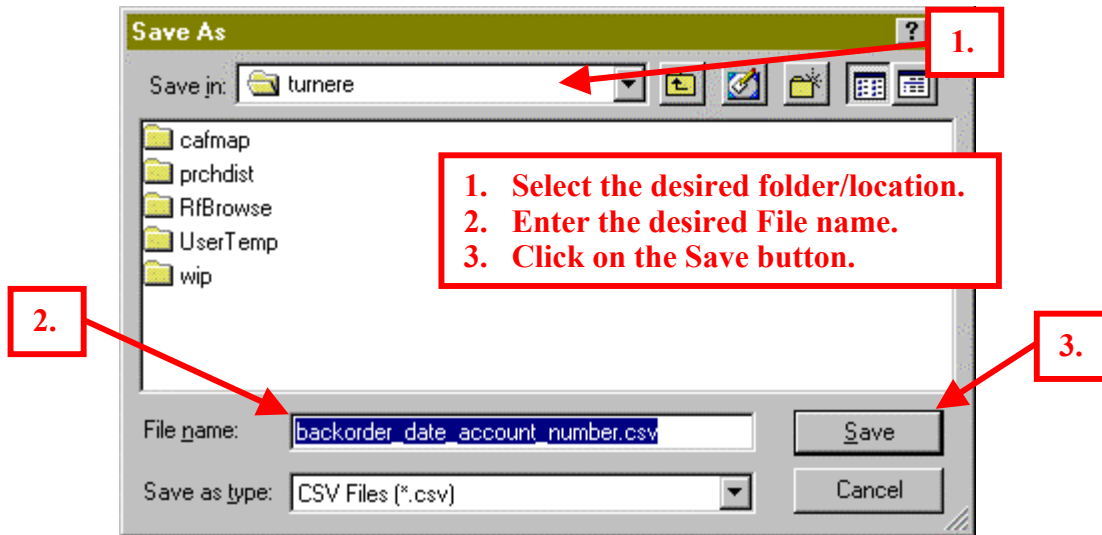


Figure 8

To print this report see “9 PRINTING REPORTS IN MS WORD & EXCEL” in the JTFUG training package.

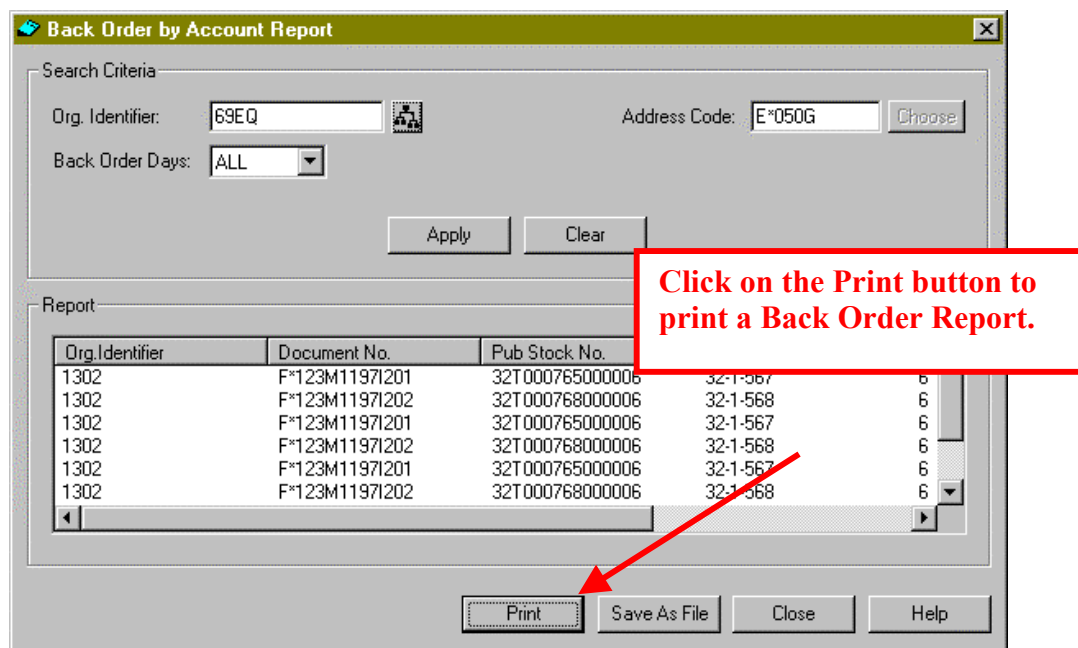


Figure 9

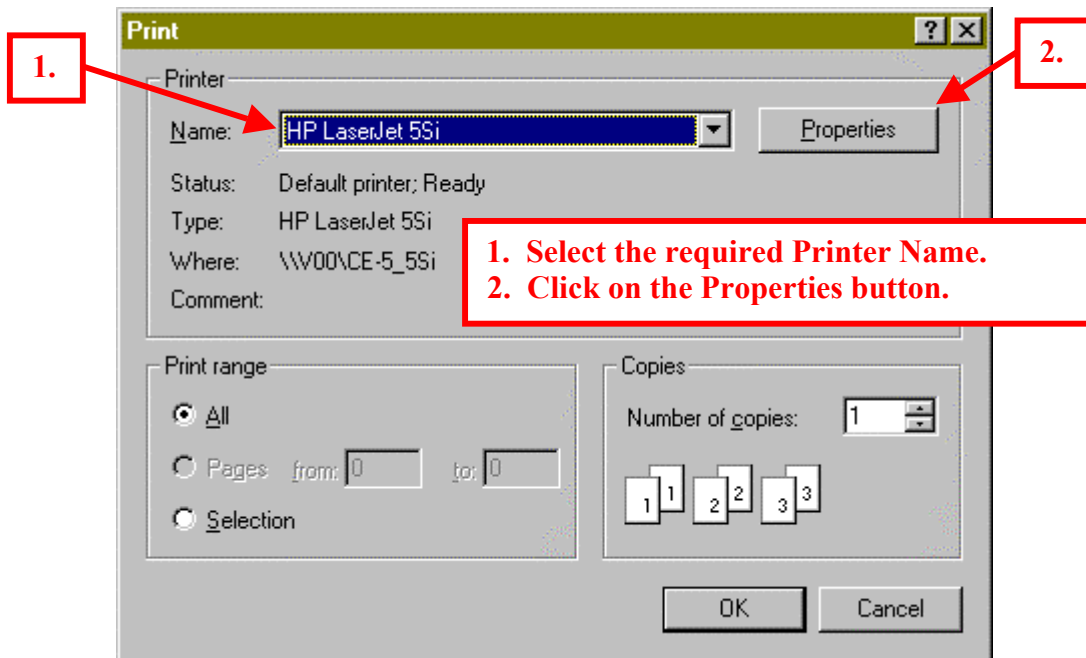


Figure 10

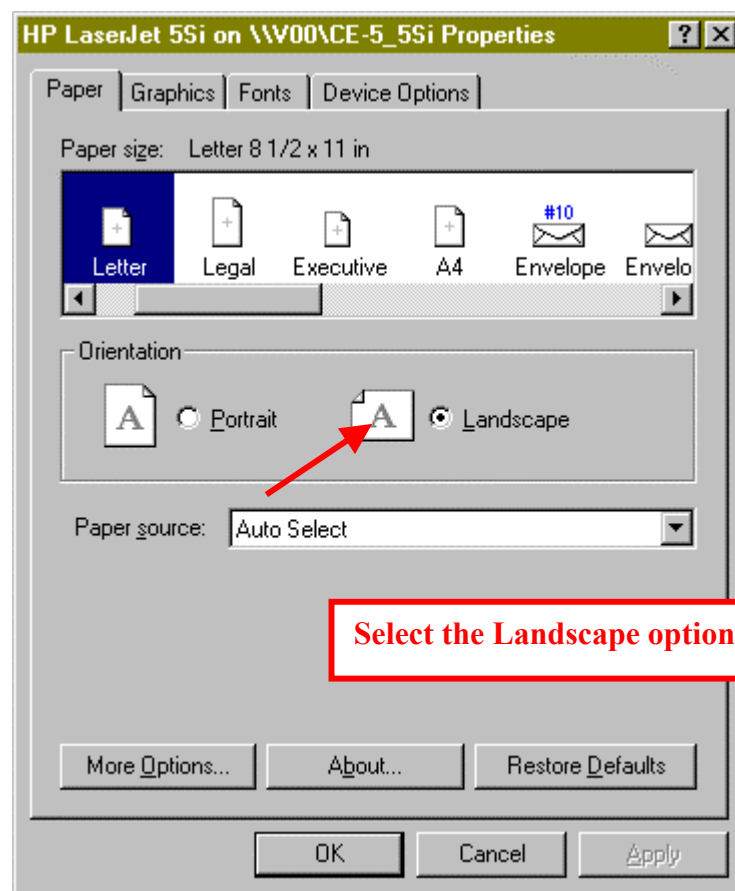


Figure 11

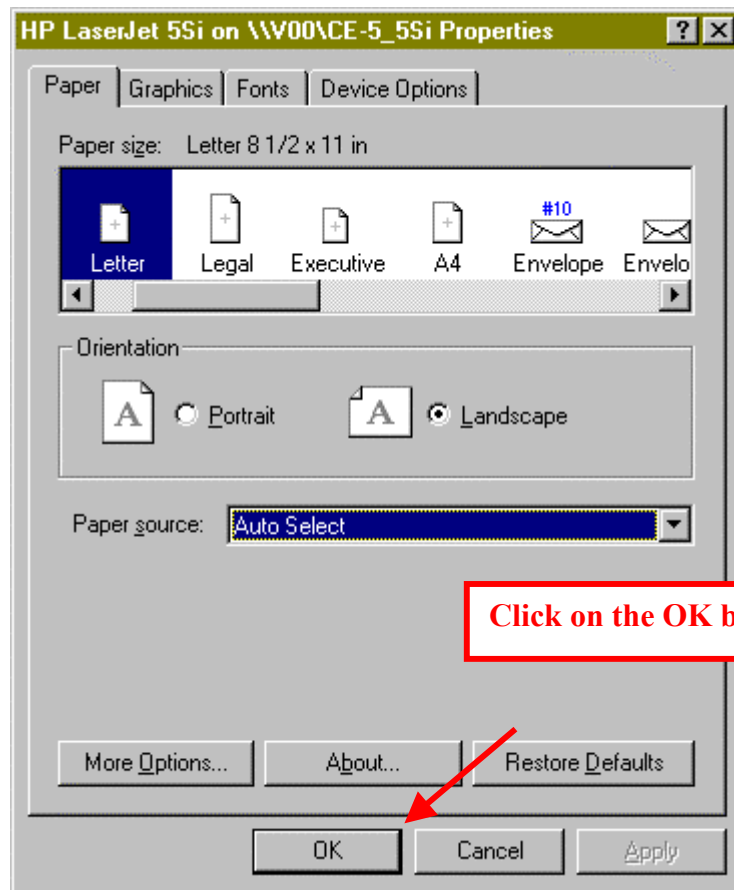


Figure 12

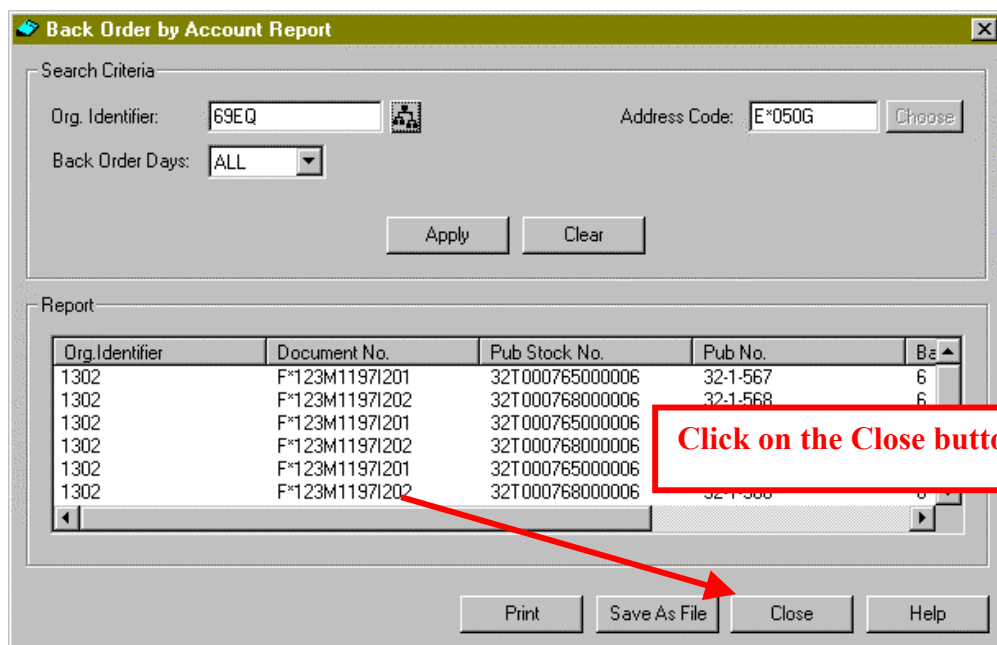


Figure 13

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5. VIEWING A PUBLICATION ORDER

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5. VIEWING A PUBLICATION ORDER

The following Training Aid was developed to provide visual instructions for Viewing a Publication Order. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to View a Publication Order. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to Viewing a Publication Order.

3.10.10 VIEWING A PUBLICATION ORDER

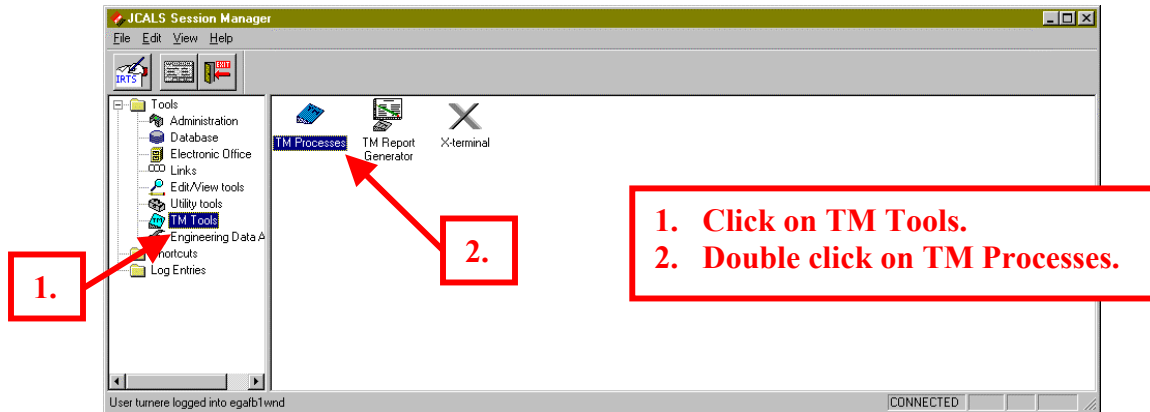


Figure 1

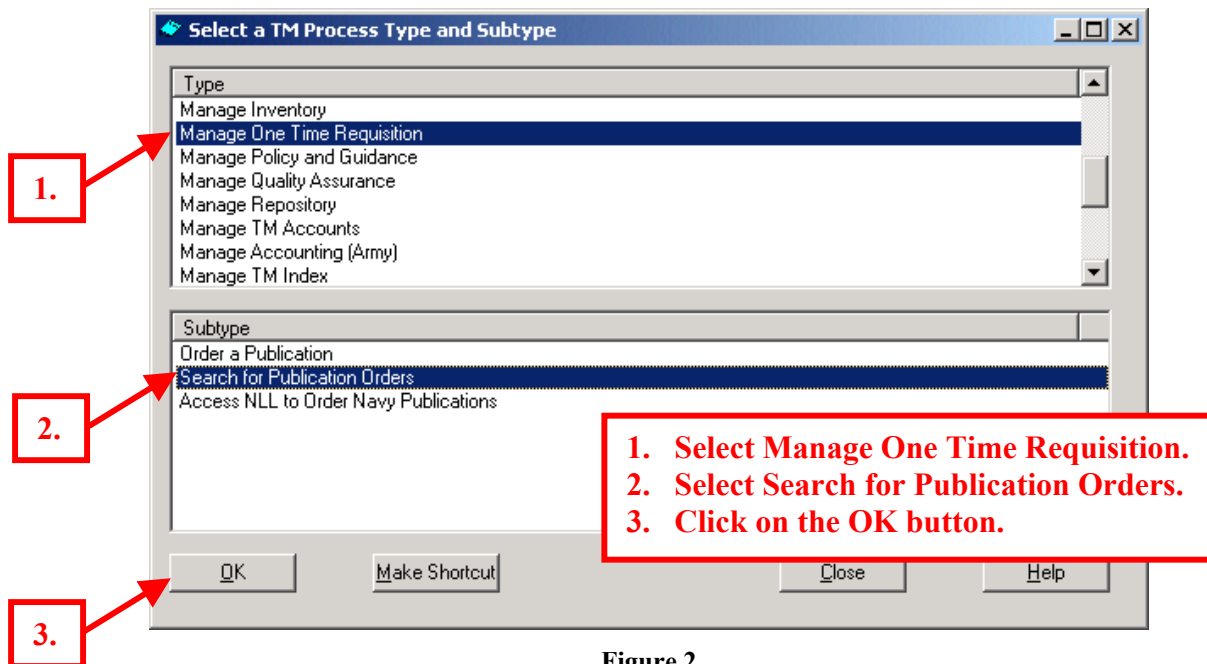


Figure 2

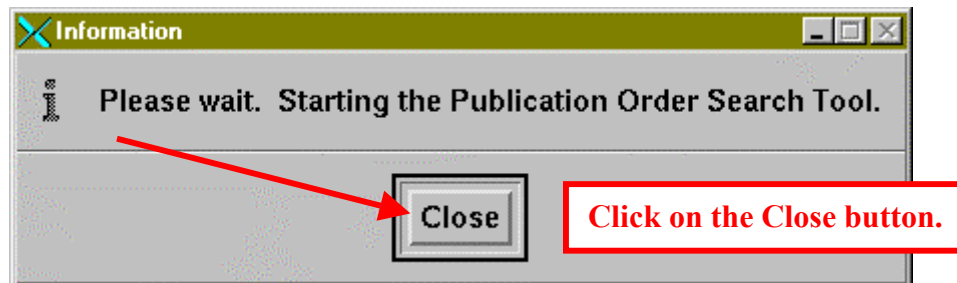


Figure 3

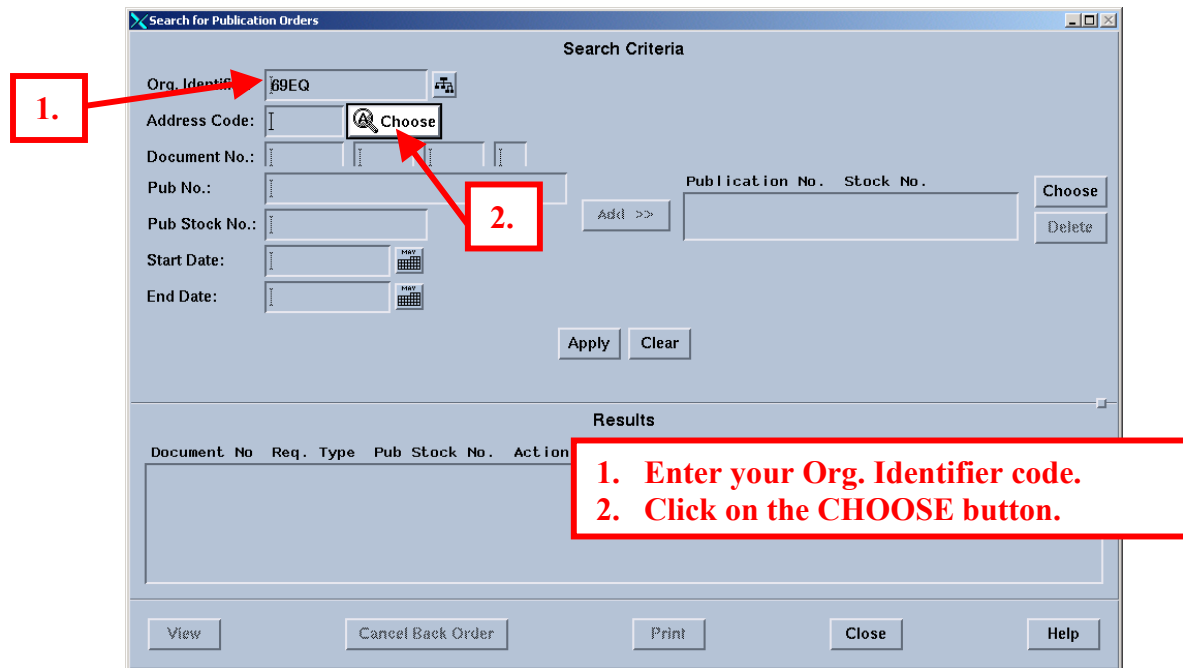


Figure 4

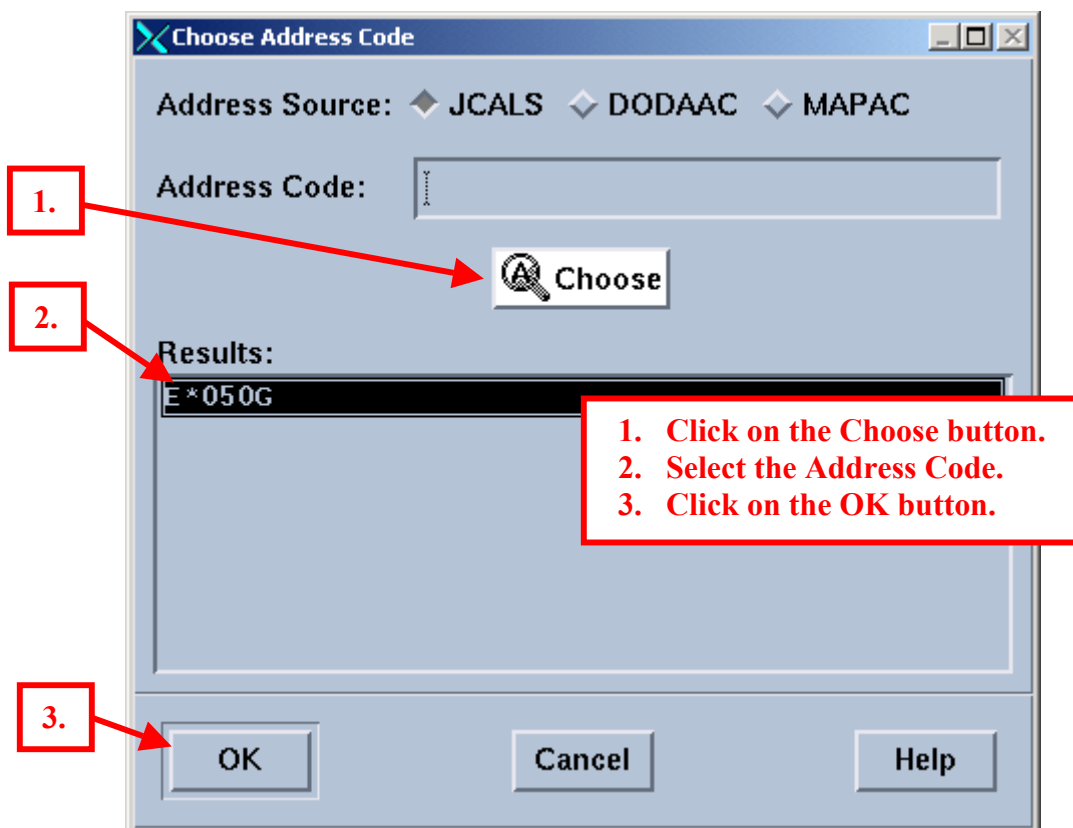


Figure 5

View Publication Order

File Options Help

REQUEST

WORKFOLDER NAME: Pub_Order_69EQ_35DS-5-7-1

PUB SPONSOR APPROVAL STATUS: [] PUB SPONSOR APPROVAL STATUS DATE: []

REQUESTER: A test99

SUBMITTER: A test99

MILSTRIP

DOCUMENT IDENTIFIER: A01 ROUTE TO: FL7 MEDIA AND STATUS CODE: S

PUB STOCK NO.: 35T004528000006 UNIT OF ISSUE: EA QUANTITY: 1

ADDRESS CODE: E*050G DATE: 0341 SEQUENCE NO.: J001

SUPPLEMENTARY ADDRESS: [] SIGNAL CODE: D FUND CODE: [] DIST. CODE: [] PROJECT CODE: [] PRIORITY: 15 REQUIRED DELIVERY DATE: [] ADVISE CODE: []

CASH CUSTOMER NAME AND ADDRESS

ORDER INFORMATION

QTY TO BE SHIPPED: 1 QTY PLACED ON BACKORDER: 0

EXCEPTIONS

ITEM BEING PROCESS RELEASE/SHIP

REMARKS

REVIEWERS

Disposition Disposition Date Name Service

Comments: No

Figure 8

View Publication Order

File Options Help

1. Print Ctrl+P

2. Close

REQUEST

WORKFOLDER NAME: Pub_Order_69EQ_35DS-5-7-1

PUB SPONSOR APPROVAL STATUS: [] PUB SPONSOR APPROVAL STATUS DATE: []

REQUESTER: A test99

SUBMITTER: A test99

MILSTRIP

DOCUMENT IDENTIFIER: A01 ROUTE TO: FL7 MEDIA AND STATUS CODE: S

PUB STOCK NO.: 35T004528000006 UNIT OF ISSUE: EA QUANTITY: 1

ADDRESS CODE: E*050G DATE: 0341 SEQUENCE NO.: J001

SUPPLEMENTARY ADDRESS: [] SIGNAL CODE: D FUND CODE: [] DIST. CODE: [] PROJECT CODE: [] PRIORITY: 15 REQUIRED DELIVERY DATE: [] ADVISE CODE: []

CASH CUSTOMER NAME AND ADDRESS

ORDER INFORMATION

QTY TO BE SHIPPED: 1 QTY PLACED ON BACKORDER: 0

EXCEPTIONS

ITEM BEING PROCESS RELEASE/SHIP

REMARKS

REVIEWERS

Disposition Disposition Date Name Service

Comments: No

1. To close the View Publication Orders screen click on File.
2. Click on Close on the pull-down menu.

Figure 9

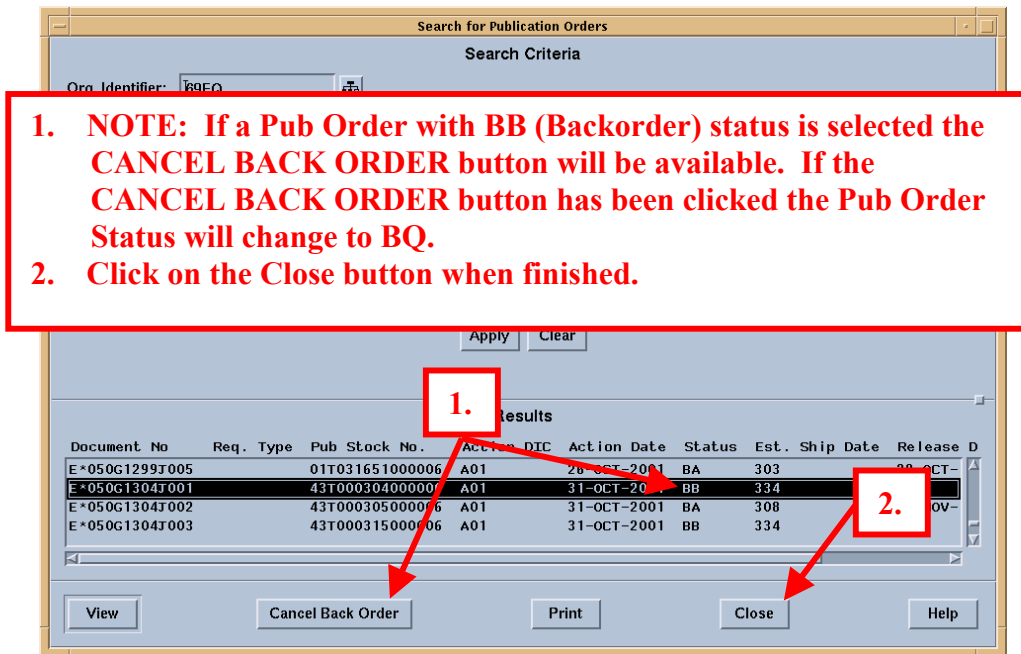


Figure 10

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JCALs FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

6. GENERATE ID REPORT BY ACCOUNT OR PUBLICATION

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6. GENERATE ID REPORT BY ACCOUNT OR PUBLICATION

The following Training Aid was developed to provide visual instructions for Generating an ID Report by Account or Publication. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand-alone instruction. This material is intended to provide users with the minimal requirements necessary to generate an ID report by account or publication. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to Generating an ID Report by Account or Publication.

4.2.52 GENERATE ID REPORT BY ACCOUNT OR PUBLICATION

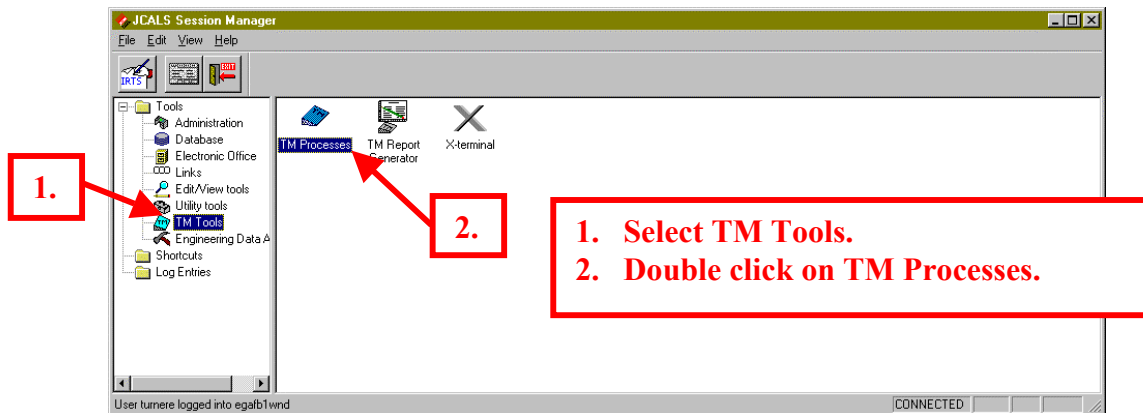


Figure 1

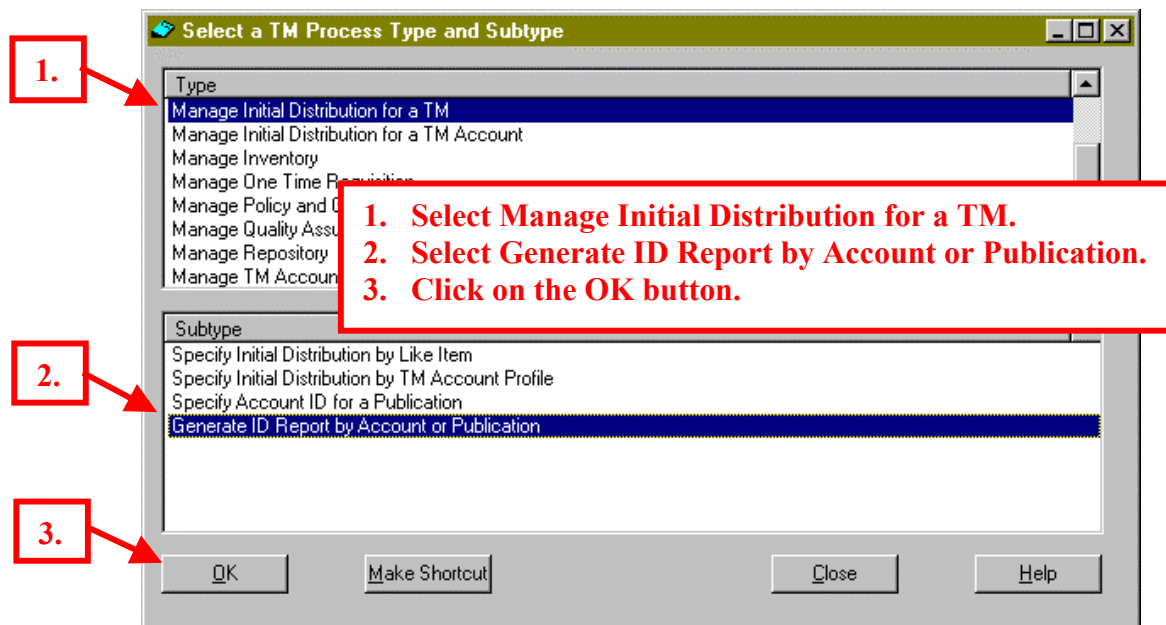


Figure 2

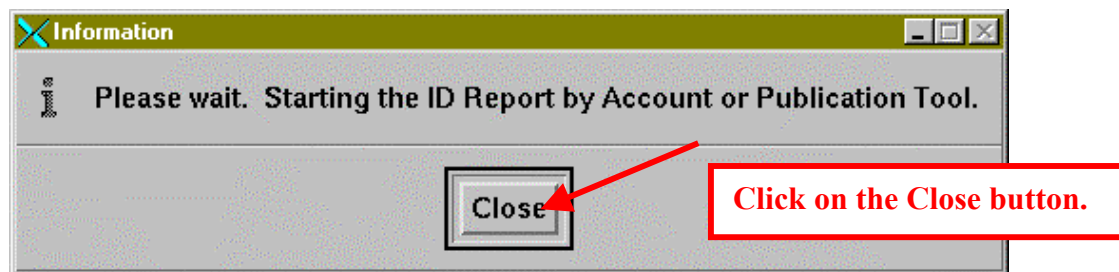


Figure 3

NOTE:

TO GENERATE REPORT BY PUBLICATION FOLLOW FIGURES 4 THROUGH 12.

TO GENERATE REPORT BY TM ACCOUNT GO TO FIGURE 13.

Generate ID Report by Account or Publication

Generate Report By: ☐ TM Account ☒ Publication

Org. Identifier:

Address Code: Choose

Pub No.:

Pub Stock No.:

Save As File:

1. Select Generate Report By: Publication.
2. Select the Pub No. Icon.

Figure 4

Choose Publication

Search Criteria

Service:

Pub Stock No.:

Basic Pub Date:

Change No.:

Pub Title:

Short Title:

Publication Type:

Weapon System Code:

Weapon System Appl.:

Item Designator No.:

Subscription Form:

Proponent ID:

Publication No.:

Revision No.:

Change Date:

Pub Status:

Media Code:

Block:

TAMCN:

Results

Publication No.	Pub. Stock No.	Media Type	Pub. Date	Rev. No.	Cha
-----------------	----------------	------------	-----------	----------	-----

1. Clear the Proponent ID field.
2. Enter the Publication No.
3. Click on the Pub Status button and from the pull-down menu select All.
4. Click on the Apply button.

Figure 5

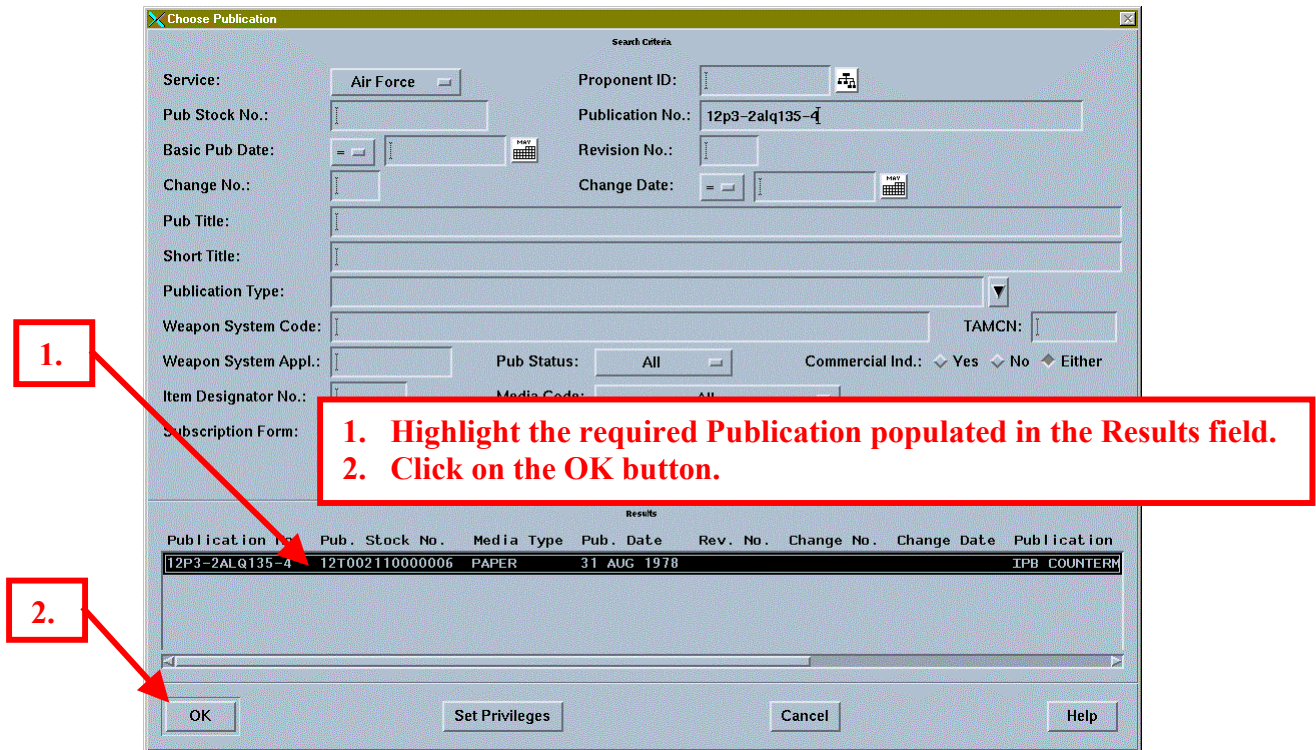


Figure 6

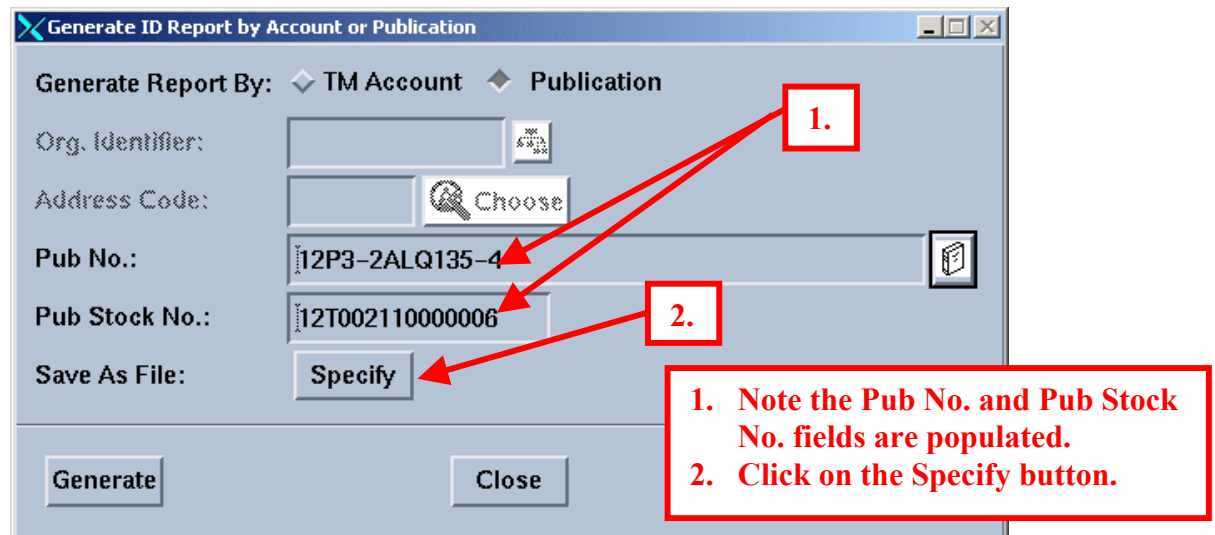


Figure 7

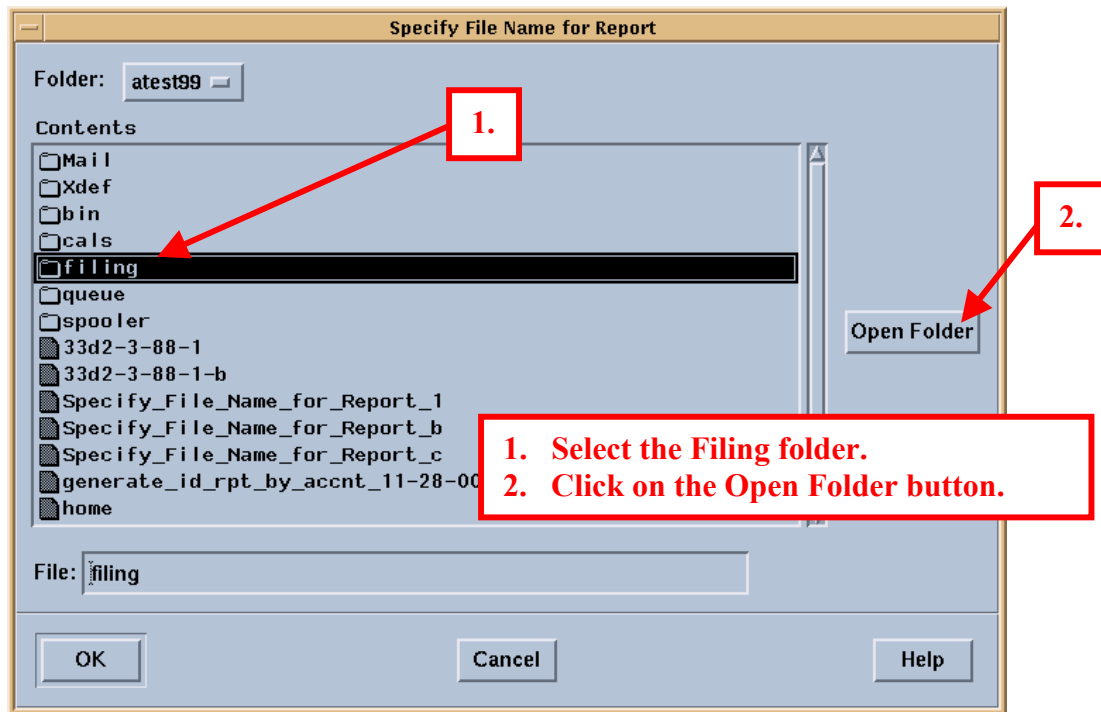


Figure 8

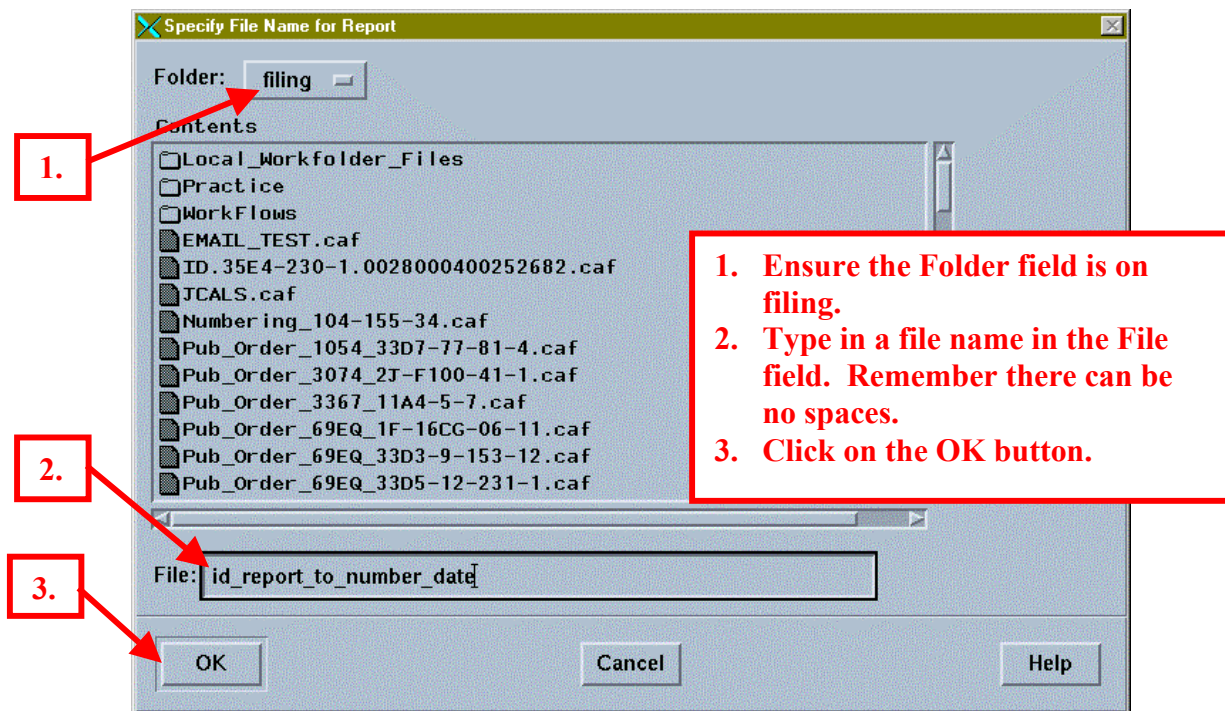


Figure 9

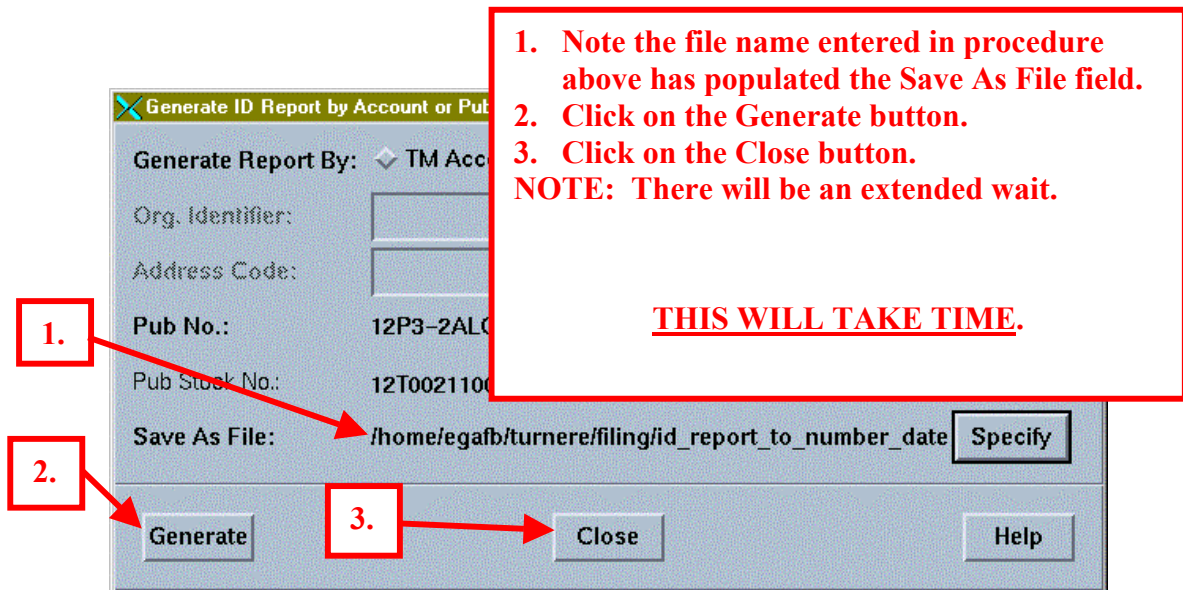


Figure 10

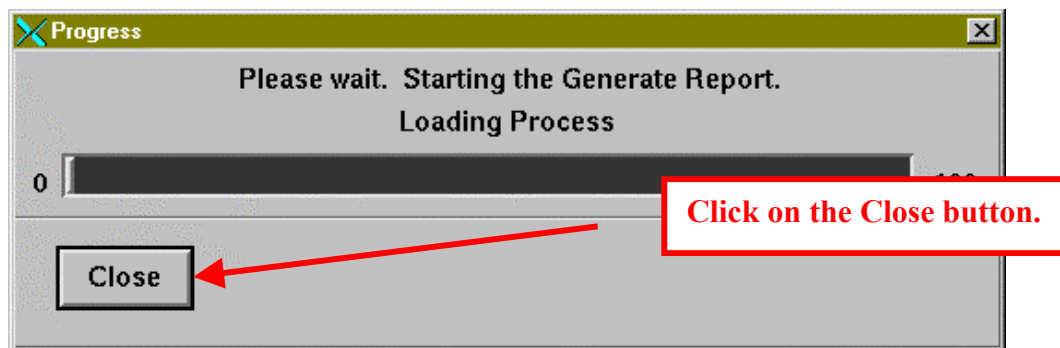


Figure 11

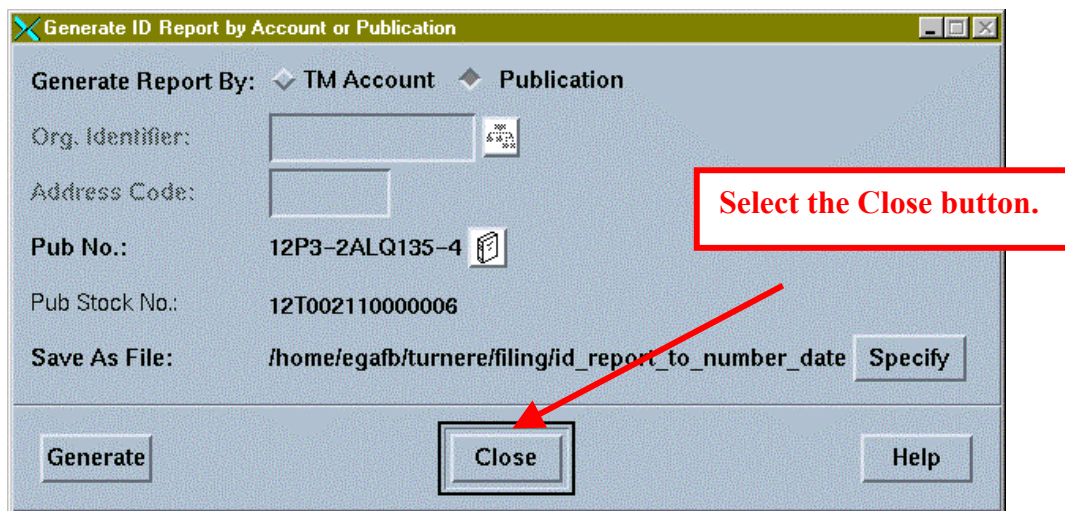


Figure 12

To View/Print refer to “9. PRINTING REPORTS IN MS WORD & EXCEL” in this training Package.

To Generate ID Report By Account go to Figure 13.

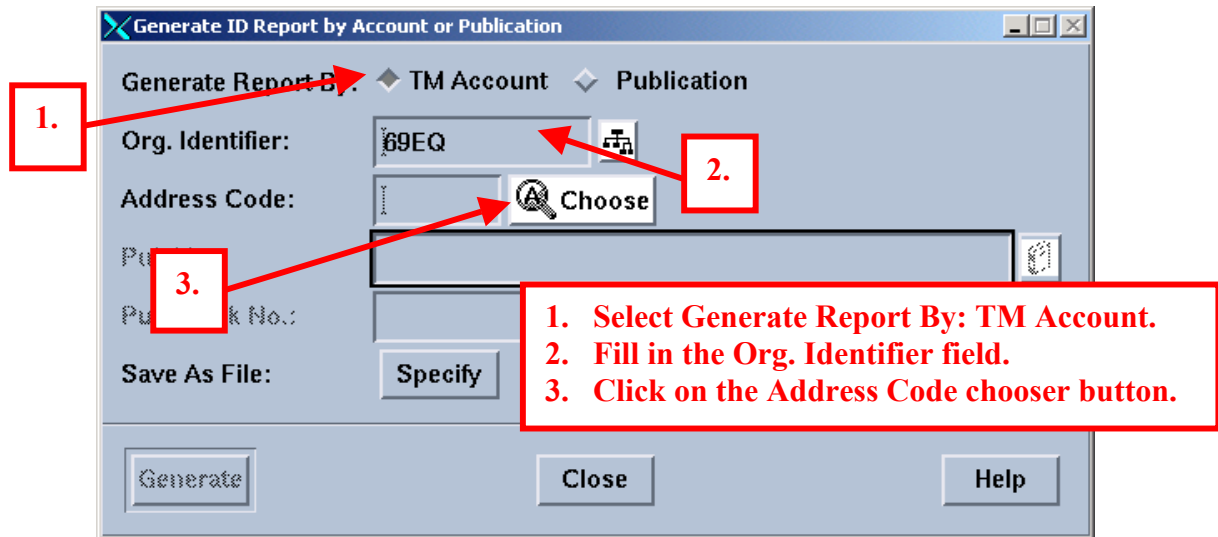


Figure 13

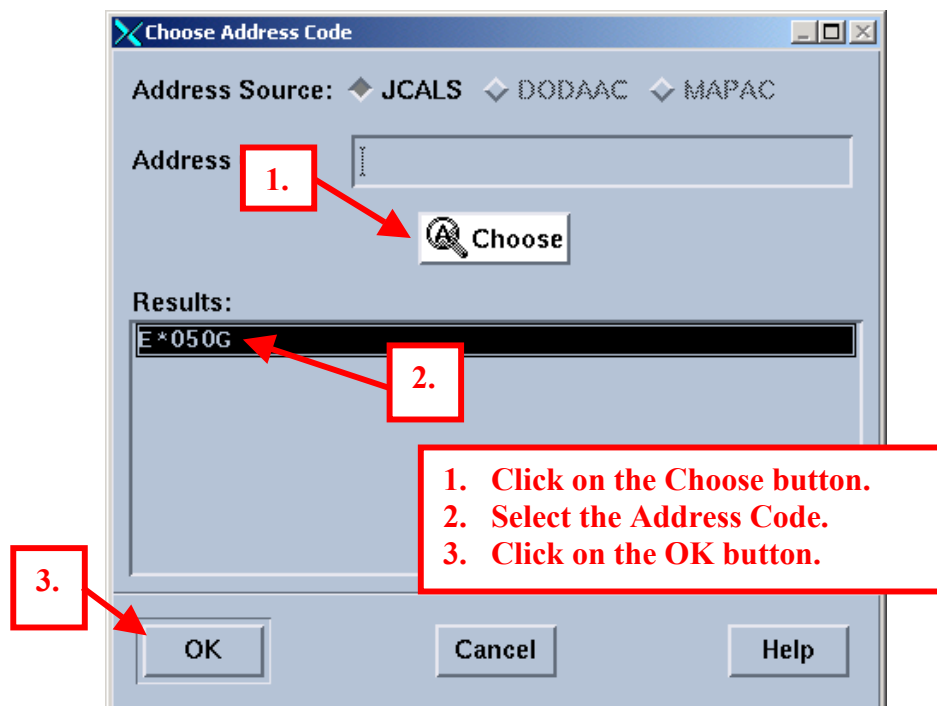


Figure 14

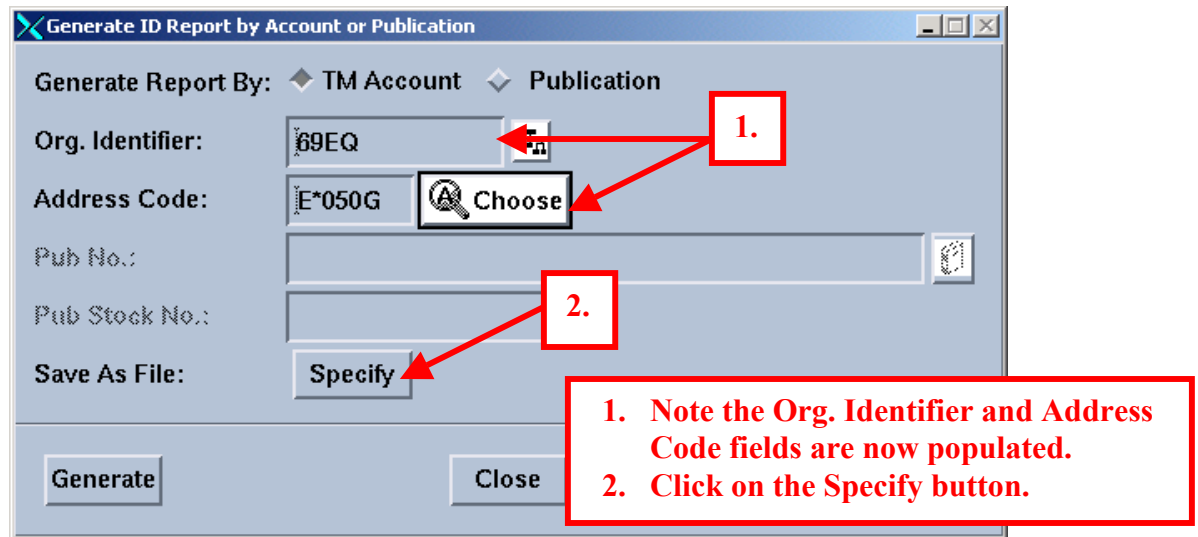


Figure 15

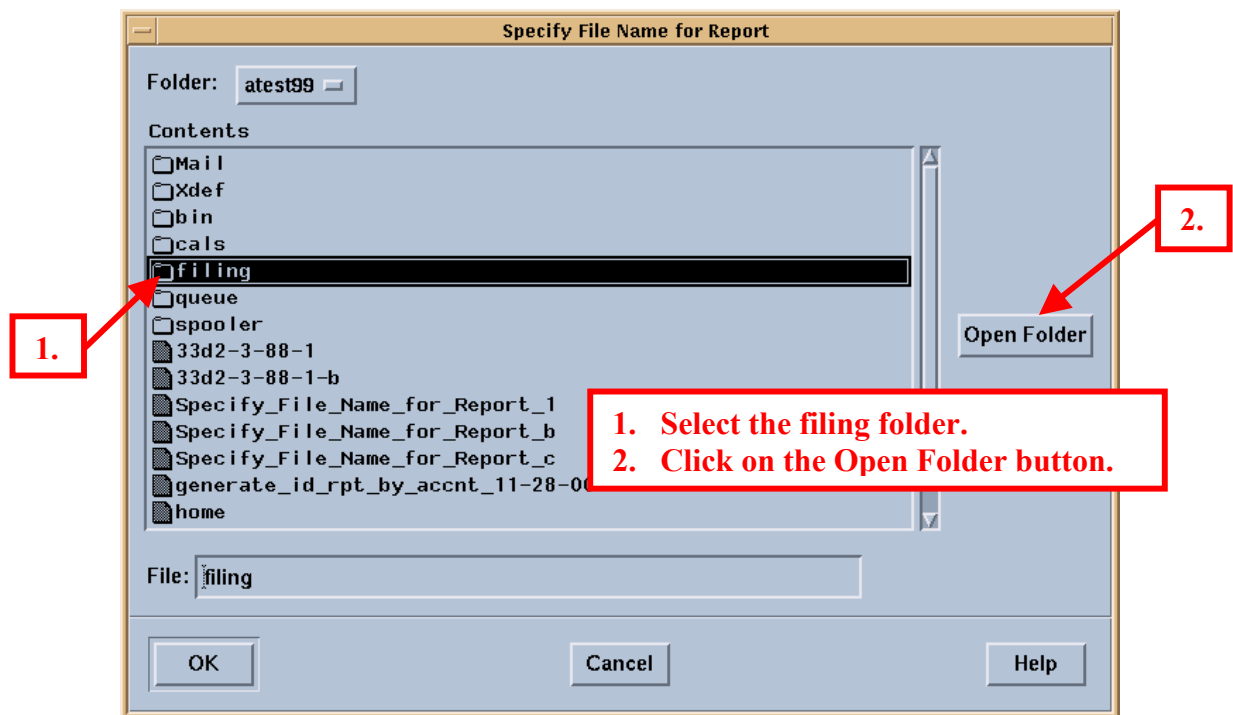


Figure 16

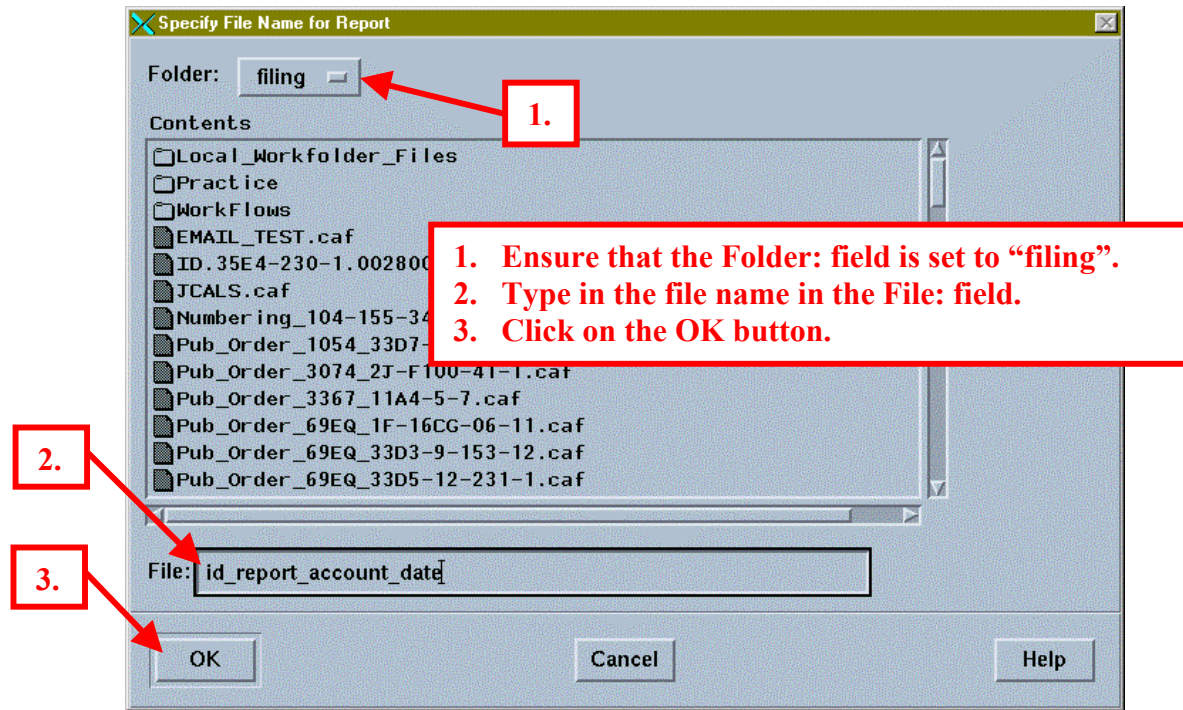


Figure 17

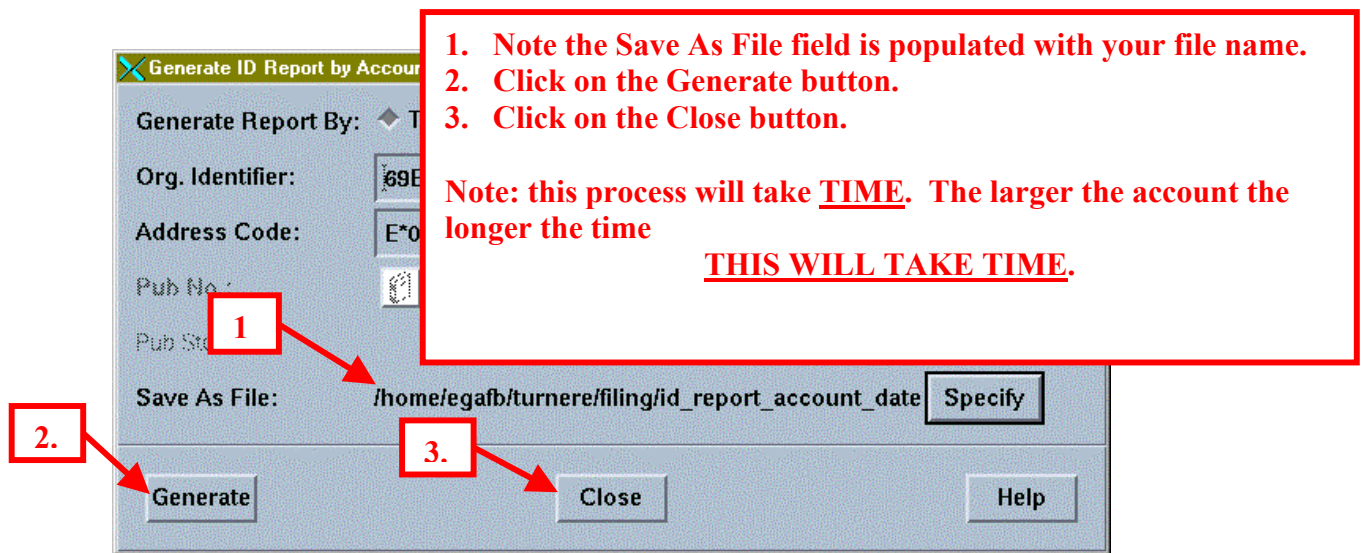


Figure 18

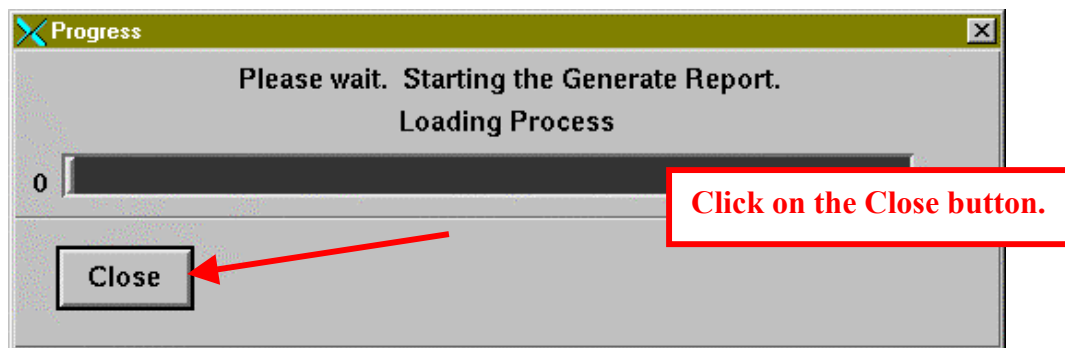


Figure 19

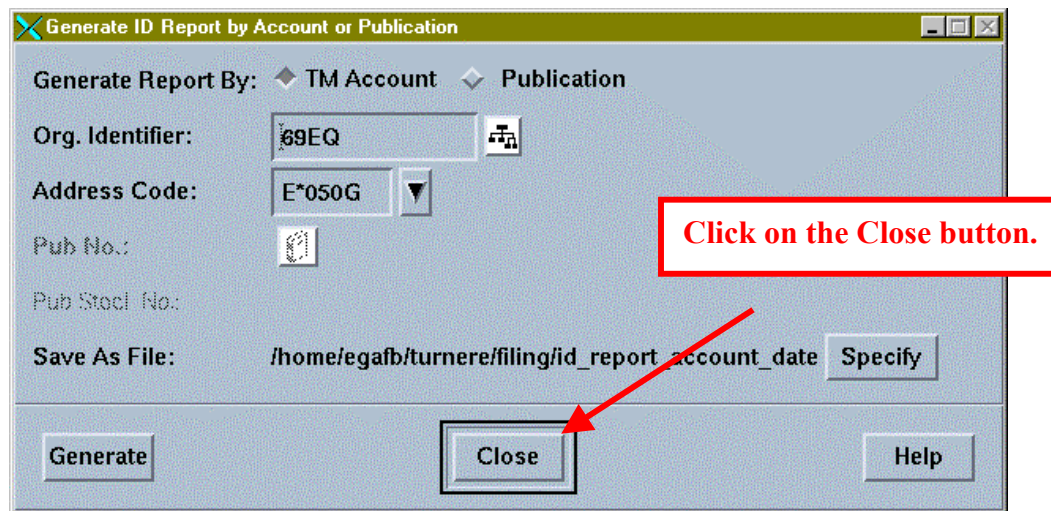


Figure 20

After notification from your MS Outlook, the report is ready to be viewed/Printed.

To View/Print refer to “9. PRINTING REPORTS IN MS WORD & EXCEL” in the JTFUG Training Package.

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EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

7. ACCOUNT RECONCILIATION REPORT

[RETURN TO INDEX](#)

7. ACCOUNT RECONCILIATION REPORT

The following Training Aid was developed to provide visual instructions for producing an Account Reconciliation Report. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to produce an Account Reconciliation Report. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to Managing Receipt of a Publication.

4.2.45 GENERATE ACCOUNT RECONCILIATION REPORT

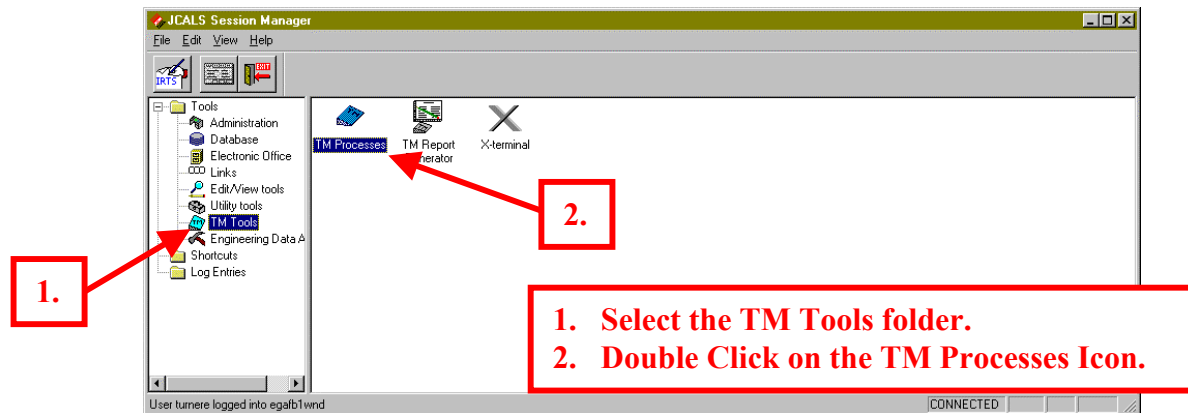


Figure 1

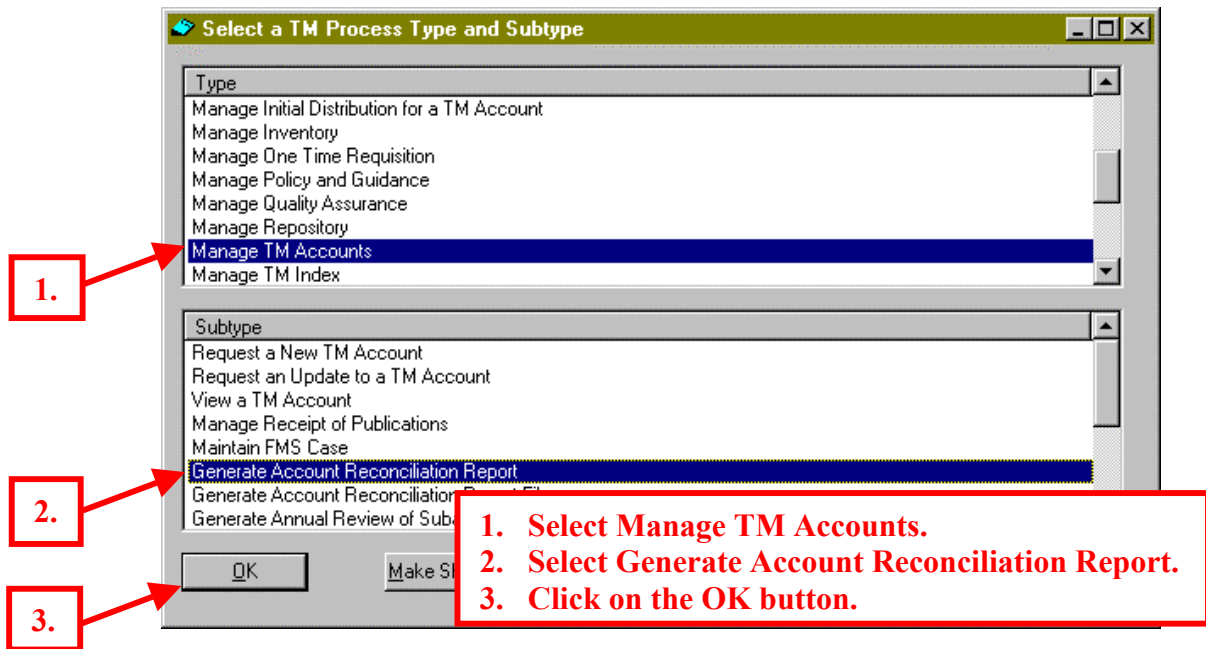


Figure 2

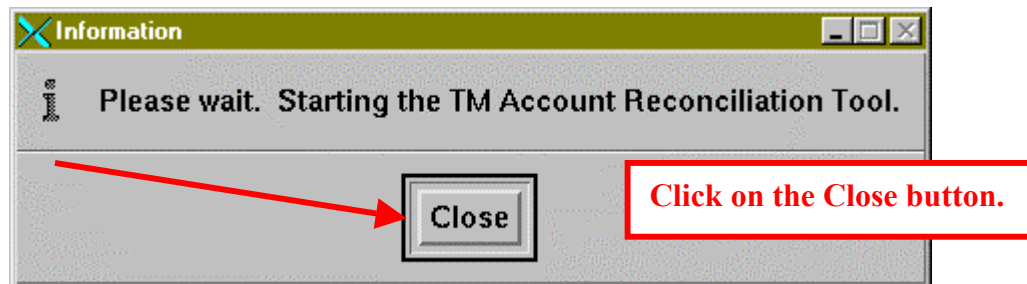


Figure 3

Account Reconciliation Report

Search Criteria

Org. Identifier: 69EQ

Address Code: Choose

Account Review Month: All

Apply Clear

Report

Pub No.	Pub Stock No.	Security Class	Month	TP	Last Request Date
---------	---------------	----------------	-------	----	-------------------

Print Save Close Help

1. Fill in the Org. Identifier.
2. Click on the Address Code Choose button.

Figure 4

Choose Address Code

Address Source: ☒ JCALS ☐ DODAAC ☐ MAPAC

Address Code:

Choose

Results:

- E*050G

OK Cancel Help

1. Click on the Choose button.
2. Select the Address Code.
3. Click on the OK button.

Figure 5

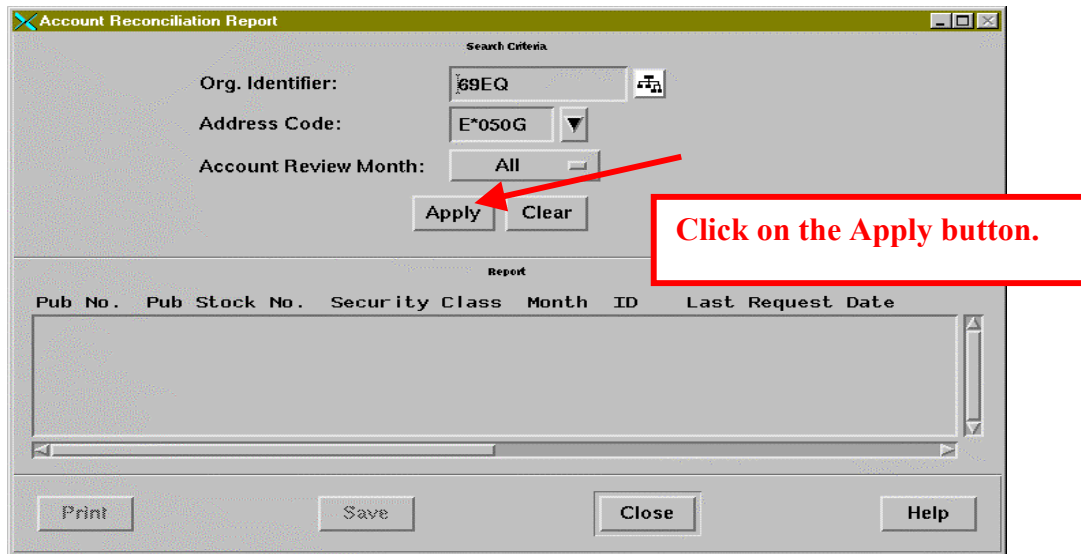


Figure 6



Figure 7

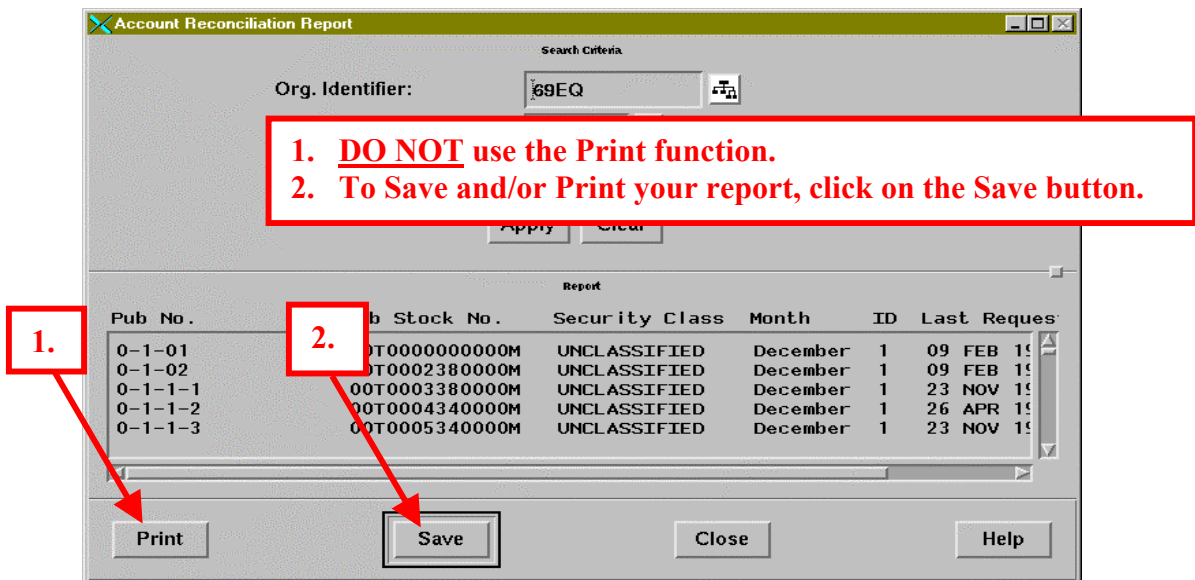


Figure 8

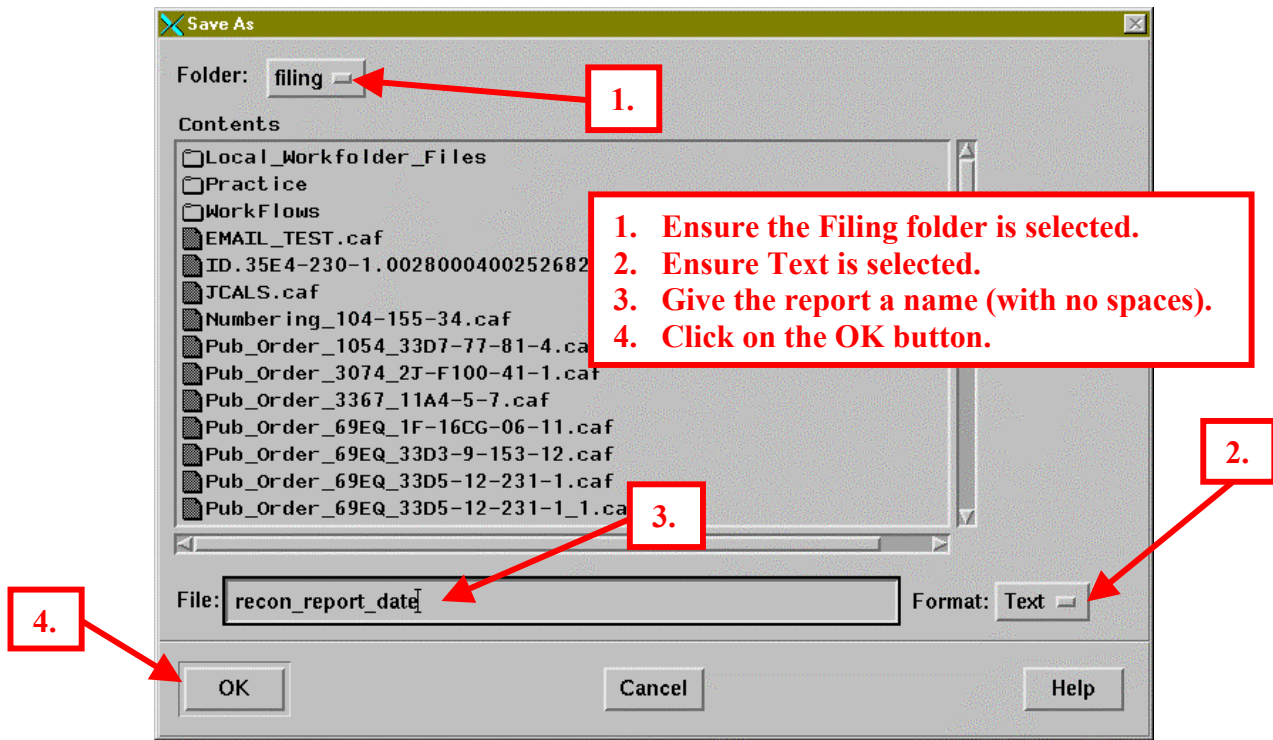


Figure 9

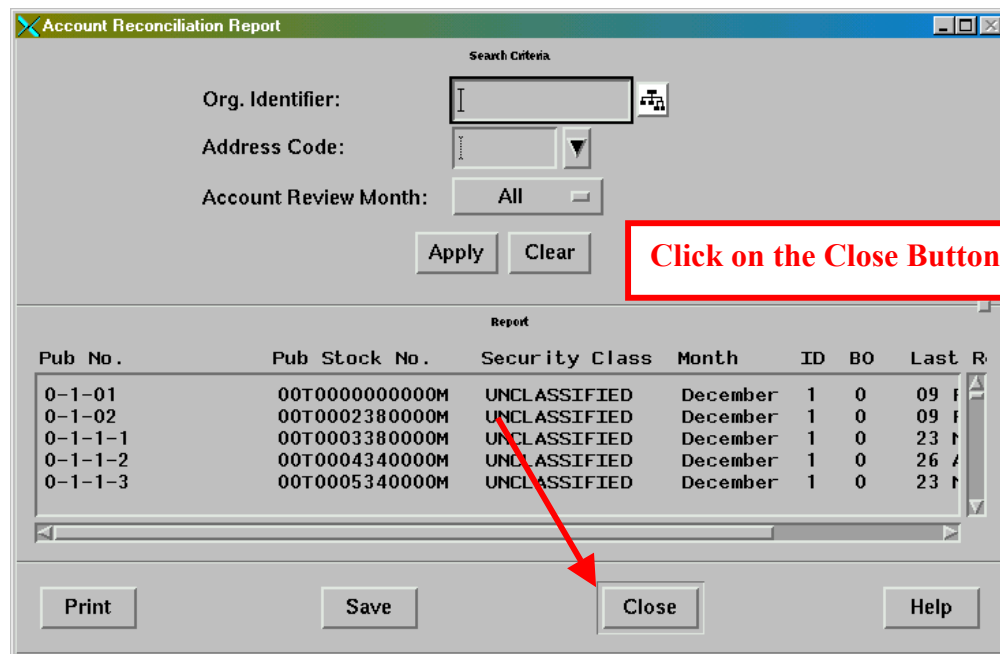


Figure 10

To print this report see “9 PRINTING REPORTS IN MS WORD & EXCEL” in this training package.

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JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

8. GENERATE MASTER ADDRESS REPORT

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8. GENERATE MASTER ADDRESS REPORT

The following Training Aid was developed to provide visual instructions for generating a Master Address Report. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand-alone instruction. This material is intended to provide users with the minimal requirements necessary to generate a Master Address Report. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to generating a Master Address Report.

4.2.50 GENERATE MASTER ADDRESS REPORT

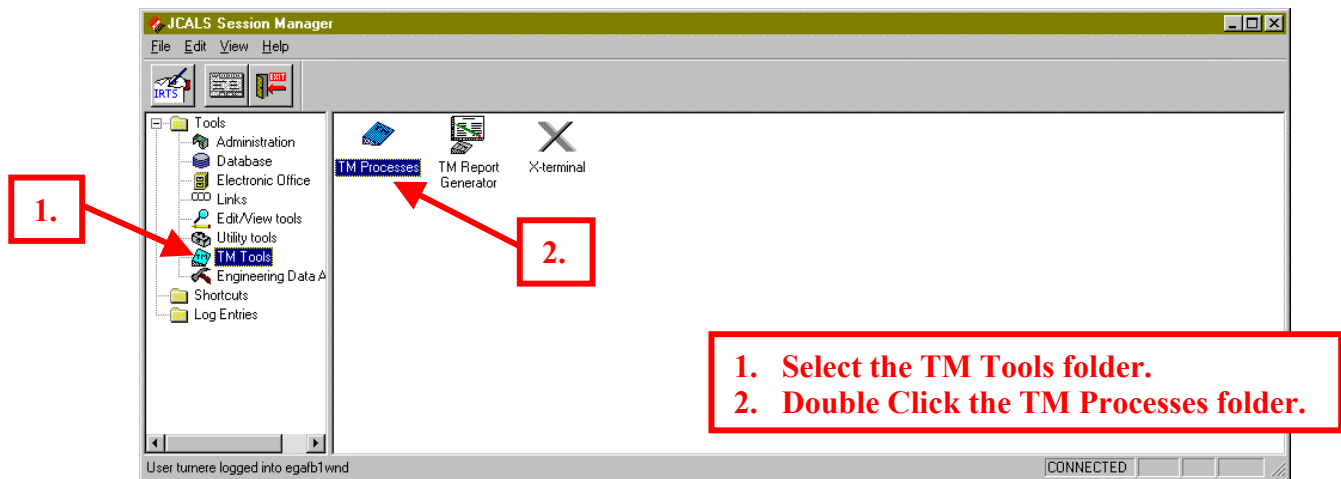


Figure 1

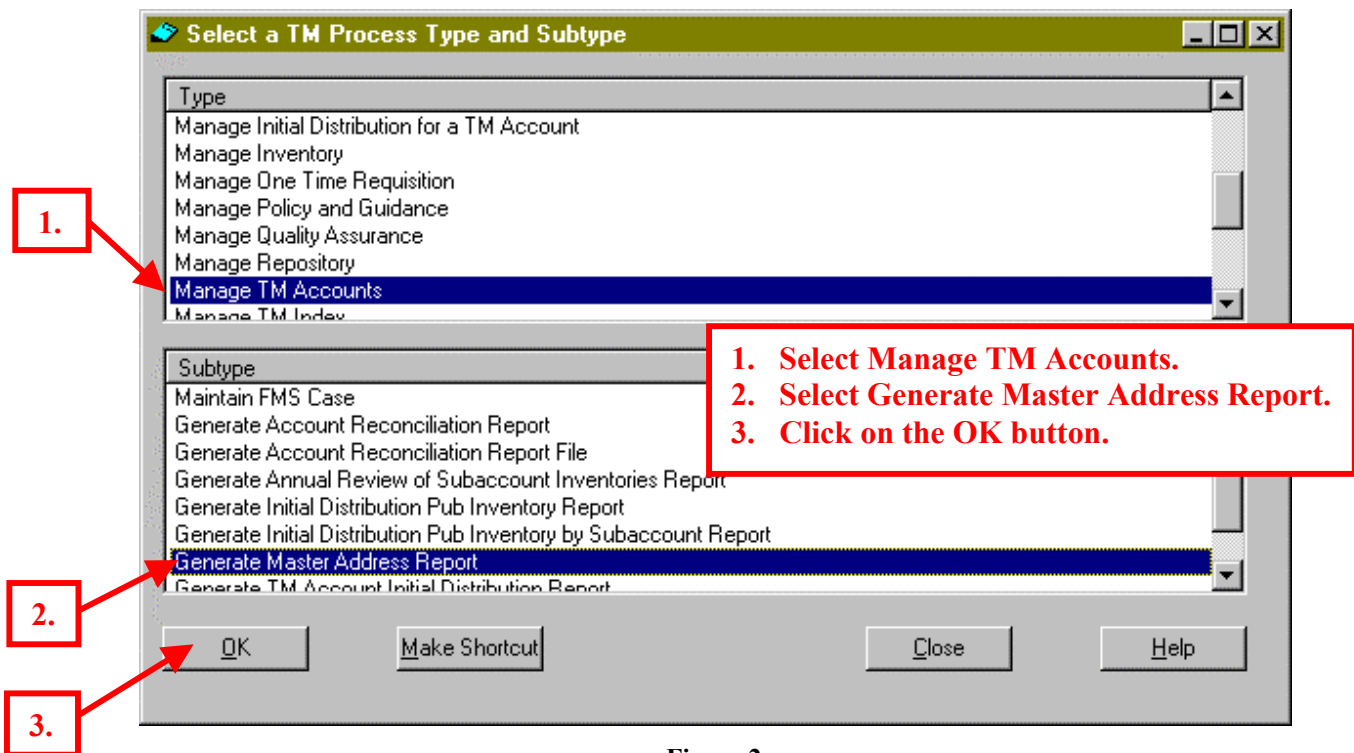


Figure 2

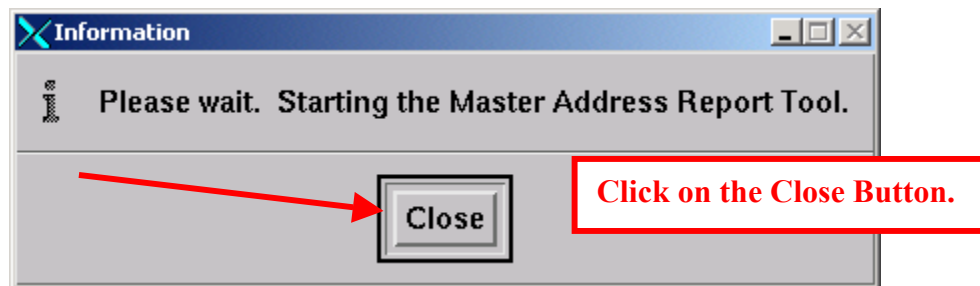


Figure 3

Master Address Report

Search Criteria

Service: Air Force

Parent Org. Identifier: AACWRR

Org. Identifier: AACWRR

Address Code Source: JCALS

Country:

FMS Proponent ID:

FMS Case Mgr.:

Zip Code:

State:

Apply Clear

Report

Address Code	Org. Identifier	Address	Zip
--------------	-----------------	---------	-----

Print Save Close Help

Instructions:

1. Click on the Clear button.
2. Ensure the Address Code Source is JCALS.
3. Click on the Apply button.

To achieve specific results enter data in the appropriate fields to achieve a particular or general Master Address Report search.

Figure 4

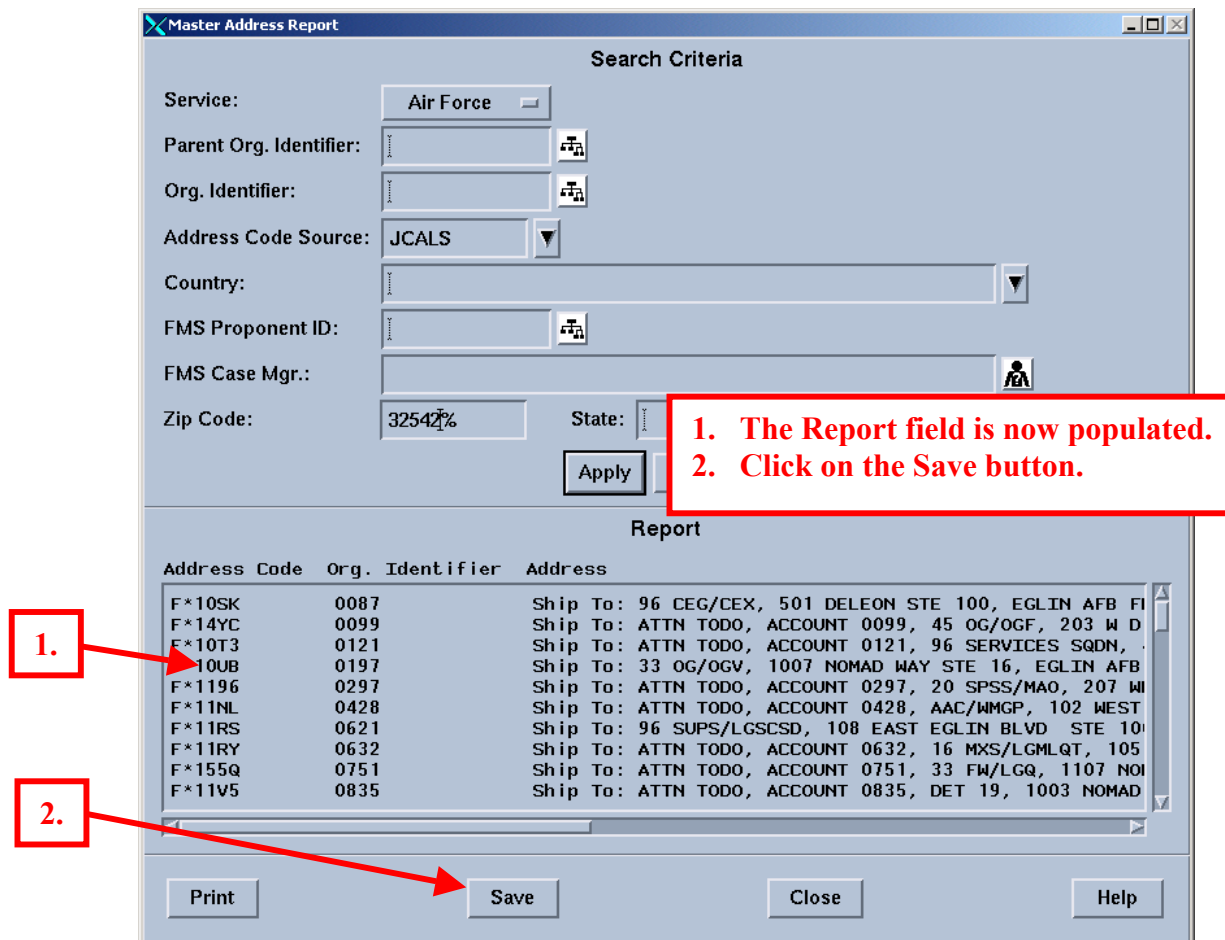


Figure 5

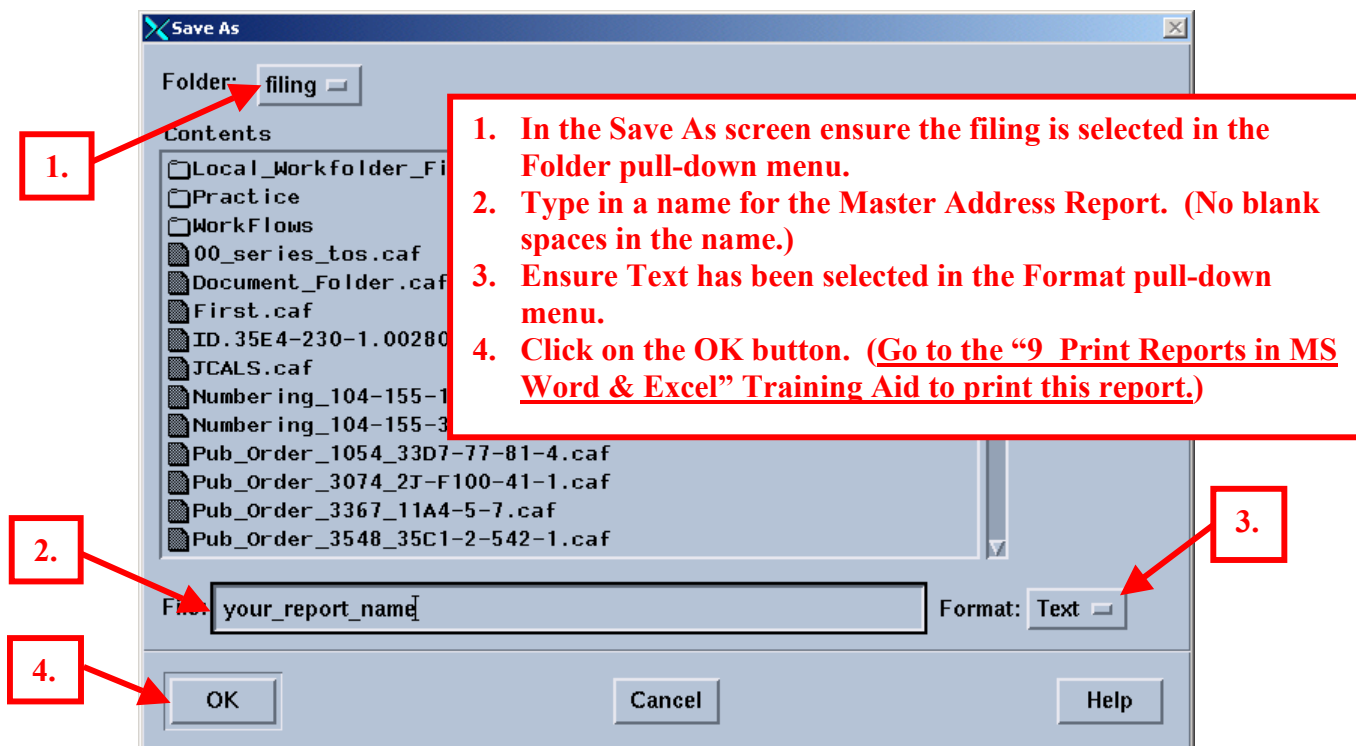


Figure 6

Master Address Report

Search Criteria

Service:

Parent Org. Identifier:

Org. Identifier:

Address Code Source:

Country:

FMS Proponent ID:

FMS Case Mgr.:

Zip Code: State:

Report

Address Code	Org. Identifier	Address
F*10SK	0087	Ship To: 96 CEG/CEX, 501 DELEON STE 100, EGLIN AFB FL
F*14YC	0099	Ship To: ATTN TODO, ACCOUNT 0099, 45 OG/OGF, 203 W D
F*10T3	0121	Ship To: ATTN TODO,
F*10UB	0197	Ship To: 33 OG/OGV,
F*1196	0297	Ship To: ATTN TODO,
F*11NL	0428	Ship To: ATTN TODO, ACCOUNT 0428, HRC/WHI, 102 WEST
F*11RS	0621	Ship To: 96 SUPS/LGSCSD, 108 EAST EGLIN BLVD STE 10
F*11RY	0632	Ship To: ATTN TODO, ACCOUNT 0632, 16 MXS/LGMLQT, 105
F*155Q	0751	Ship To: ATTN TODO, ACCOUNT 0751, 33 FW/LGQ, 1107 NOI
F*11V5	0835	Ship To: ATTN TODO, ACCOUNT 0835, DET 19, 1003 NOMAD

Click on Close to end this process.

Figure 7

RETURN TO INDEX

JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

9. PRINT REPORT FILES

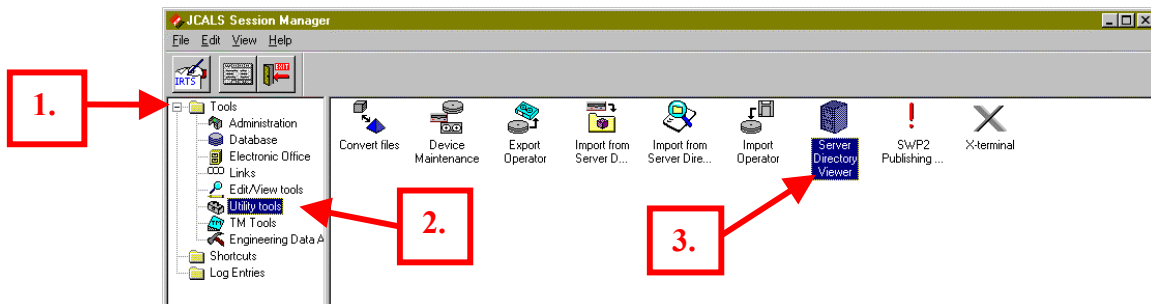
[RETURN TO INDEX](#)

9. PRINT REPORT FILES IN JCALS

The following Training Aid was developed to provide visual instructions for saving and printing JCALS files. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand-alone instruction. This material is intended to provide users with the minimal requirements necessary to save and print JCALS files. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the assumption that the user has completed the JCALS Web Based Training (WBT) program.

4.2 REPORTS



1. From JCALs Session Manager, click on Tools.
2. Click on Utility tools.
3. Double click on the Server Directory Viewer icon (looks like a two drawer file).

Figure 1

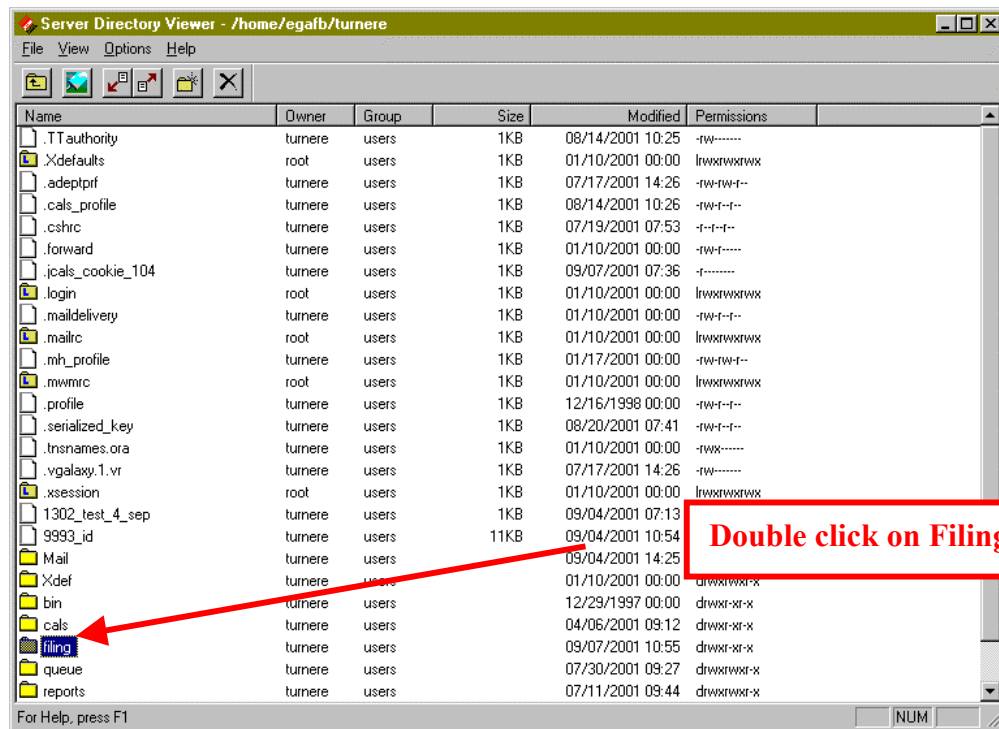


Figure 2

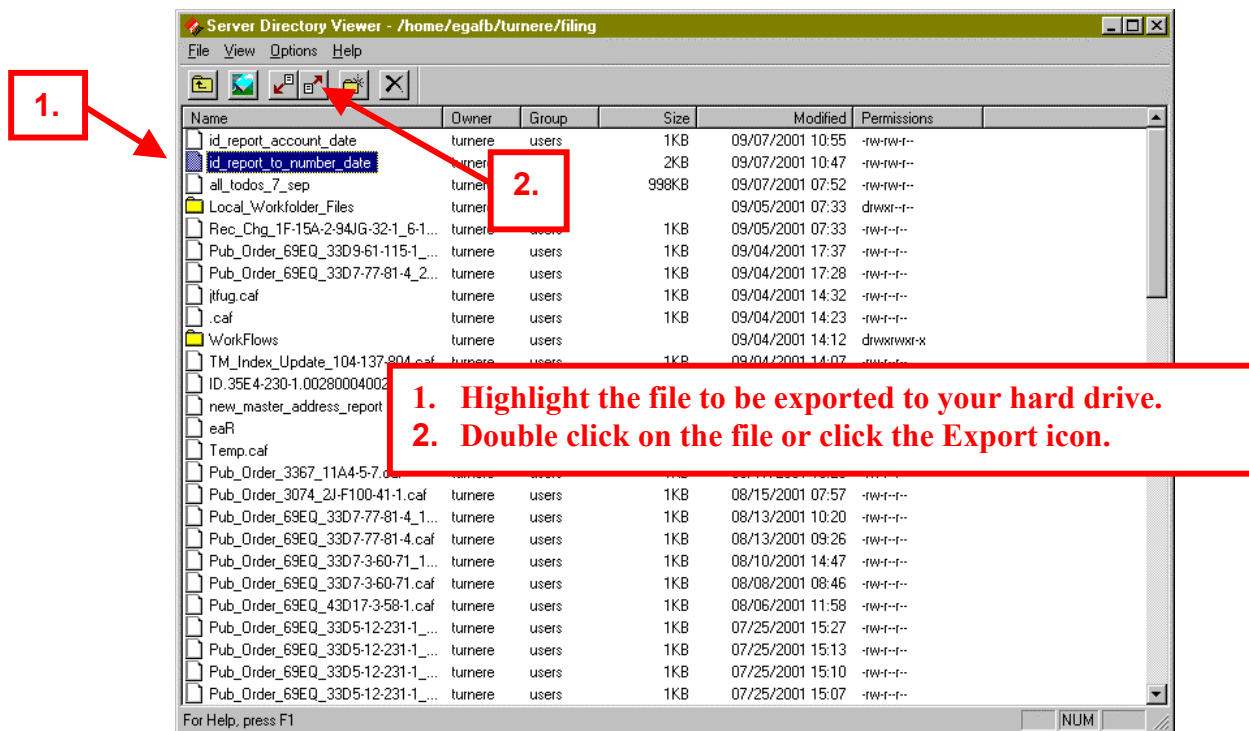


Figure 3

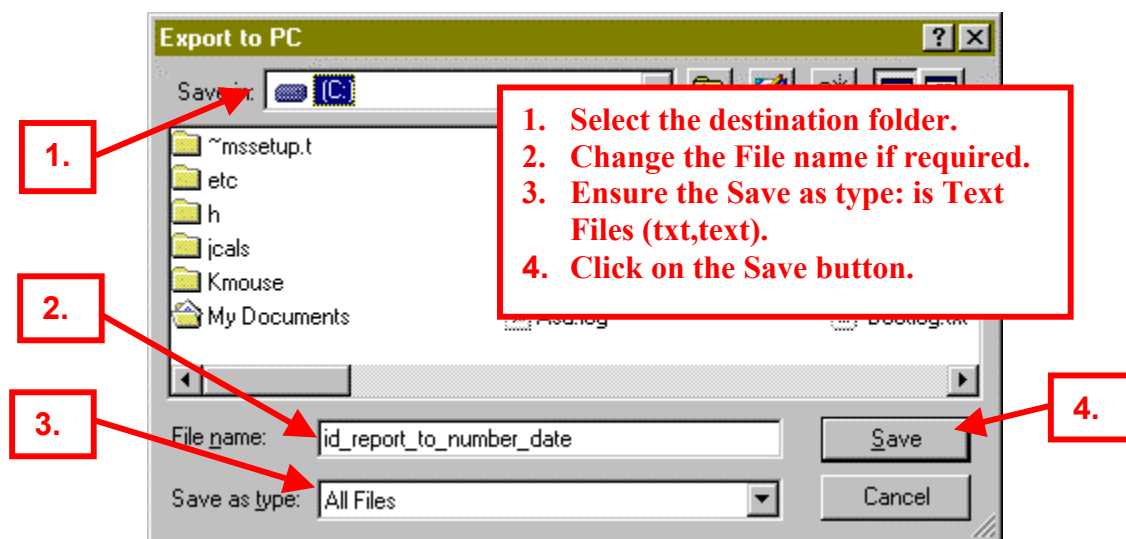


Figure 4

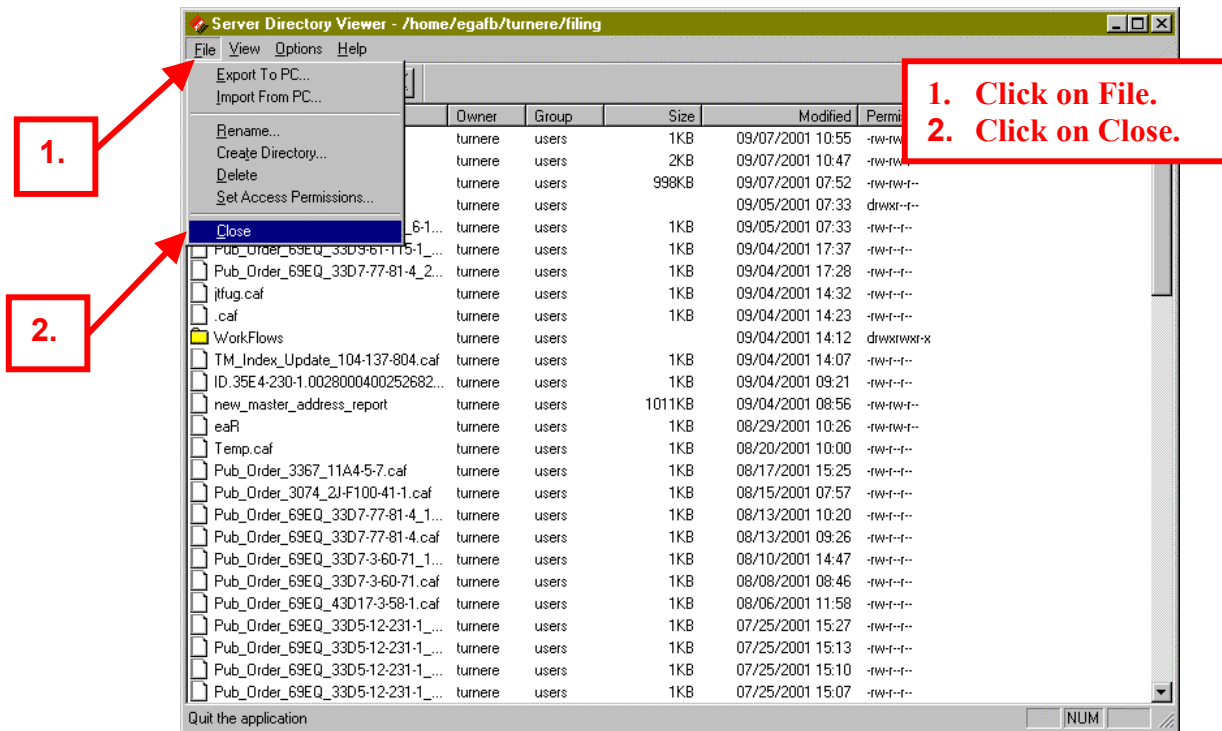


Figure 5

Open either the MS Word or MS Excel programs. The end results of the printed report format will determine which program to use. MS Word will provide the quickest report format. MS Excel will allow easier manipulation of data i.e. sorting alphabetically or numerically, column counts and totals, etc. Go to Figure 11 for MS Excel report printing procedures. Go to Figure 6 for MS Word report printing procedures.

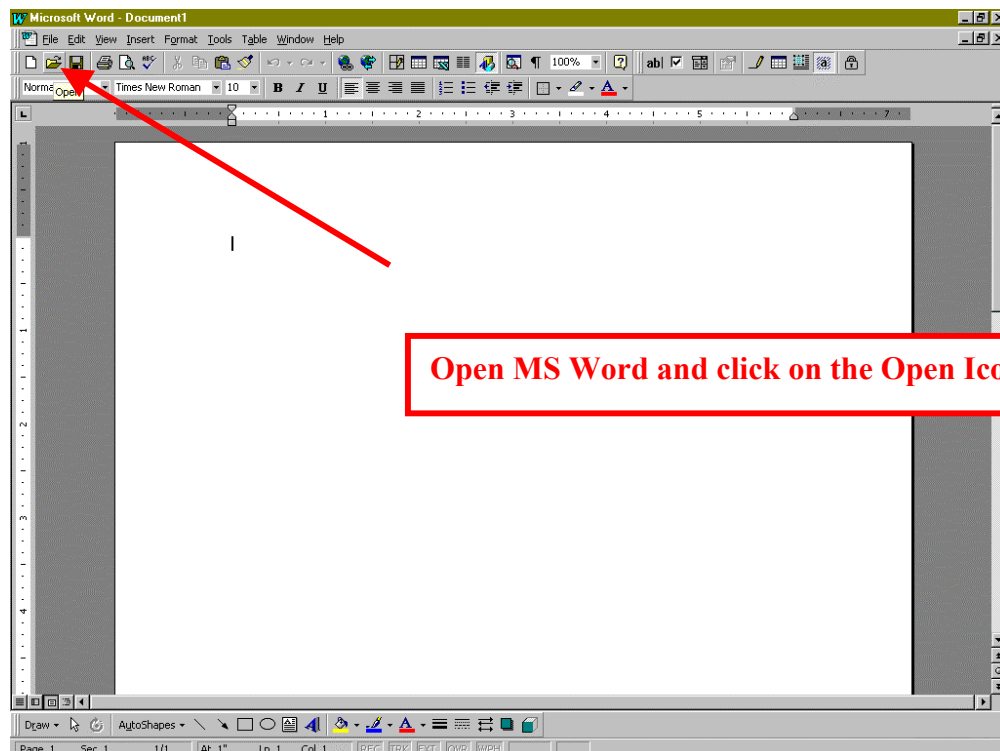


Figure 6

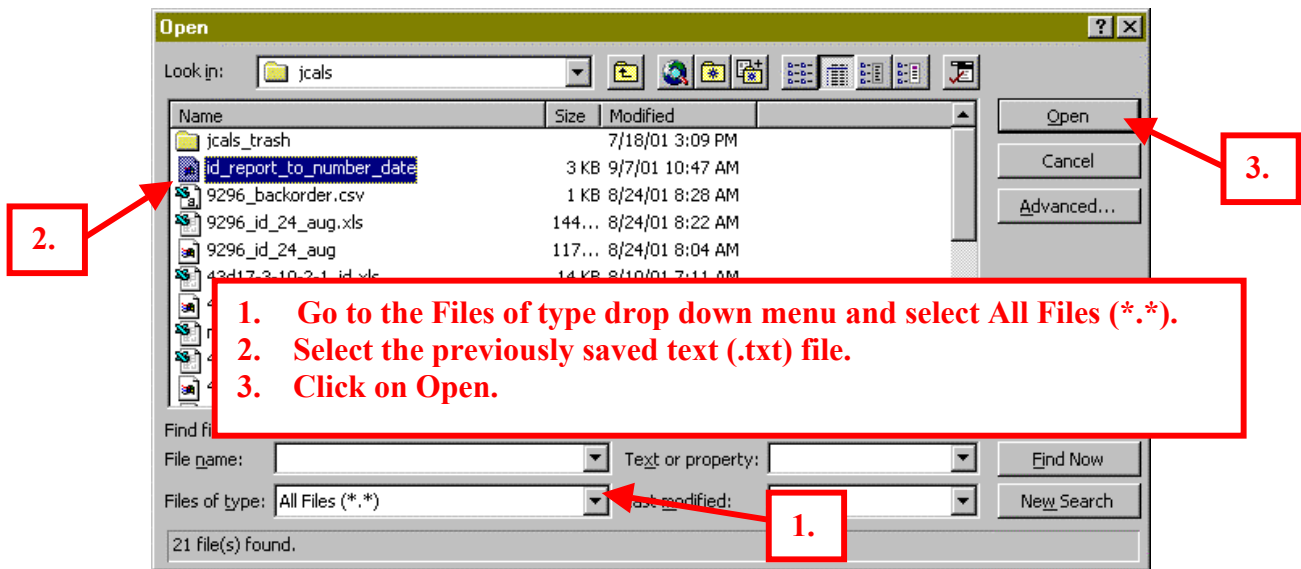


Figure 7

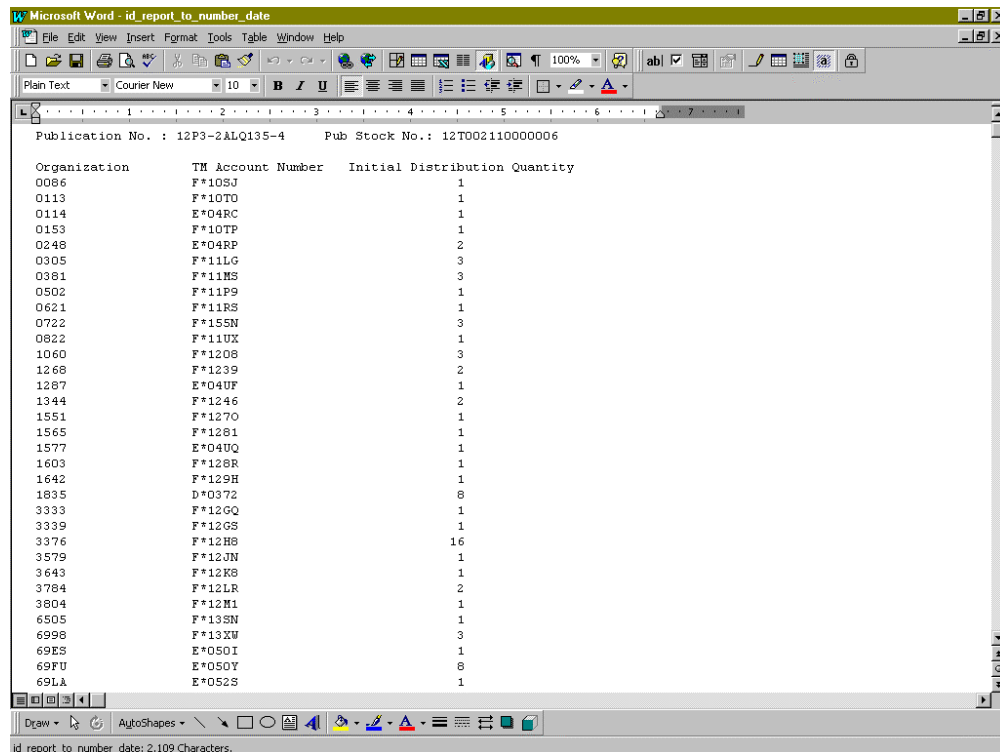


Figure 8

NOTE: ADJUSTMENTS (PAPER LAYOUT, PAPER SIZE, MARGINS AND OR FONT SIZE) WILL MORE THEN LIKELY HAVE TO BE MADE BEFORE THE REPORT WILL PRINT PROPERLY. Save file prior to making adjustment and printing (see Figure 9). After saving Click on the Print Preview. If adjustments are required click on File, on the pull-down menu click on Print Setup. Make the required margin and paper layout/size adjustments. Go to Print Preview again to ensure the report will print properly. In some cases a smaller font size has to be used. Remember to add a page number footer for long reports. When it has been determined that the report will print properly, save and print.

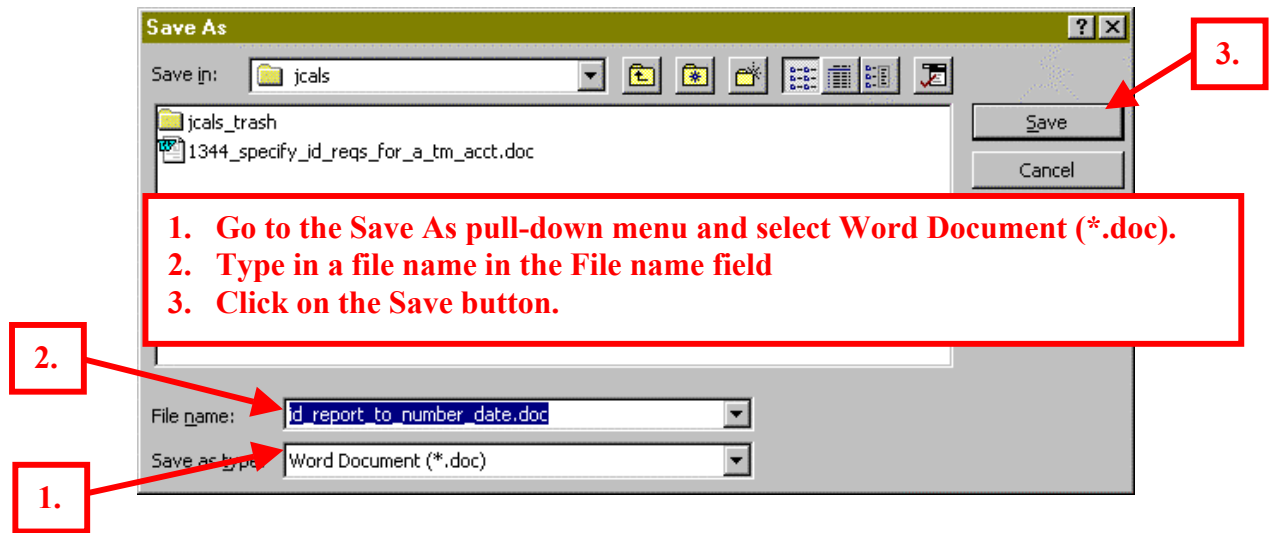


Figure 9

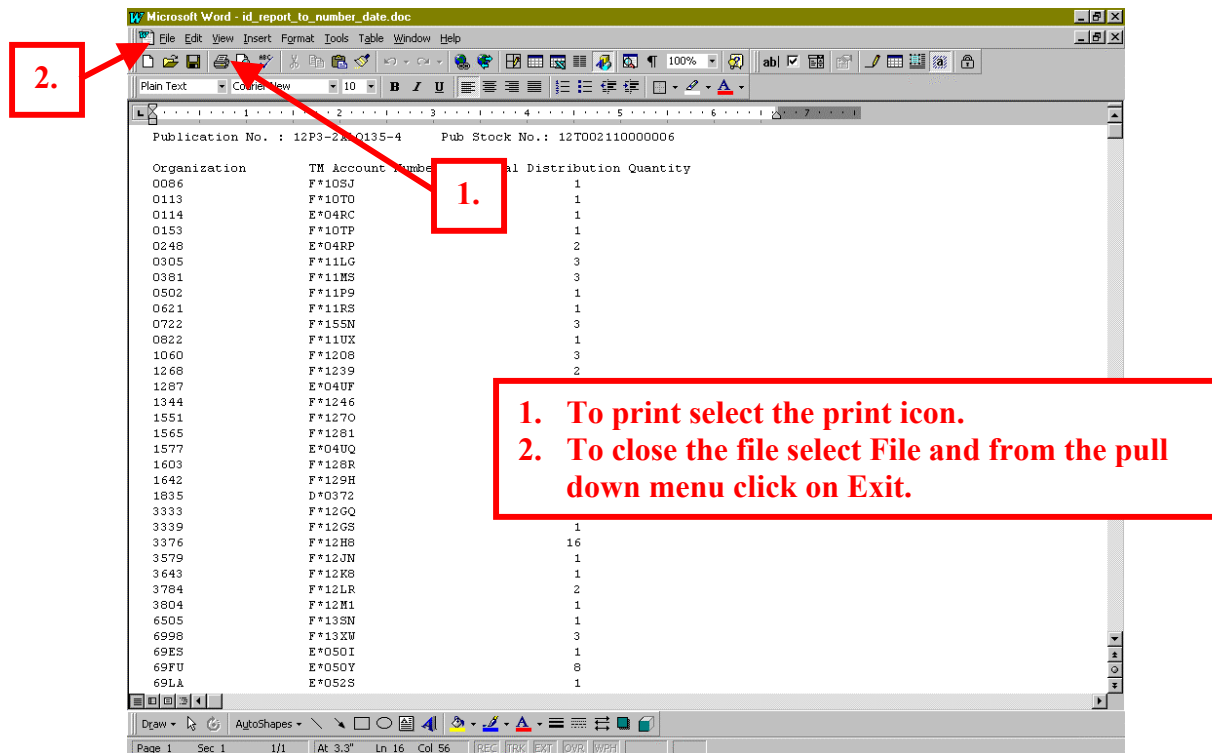


Figure 10

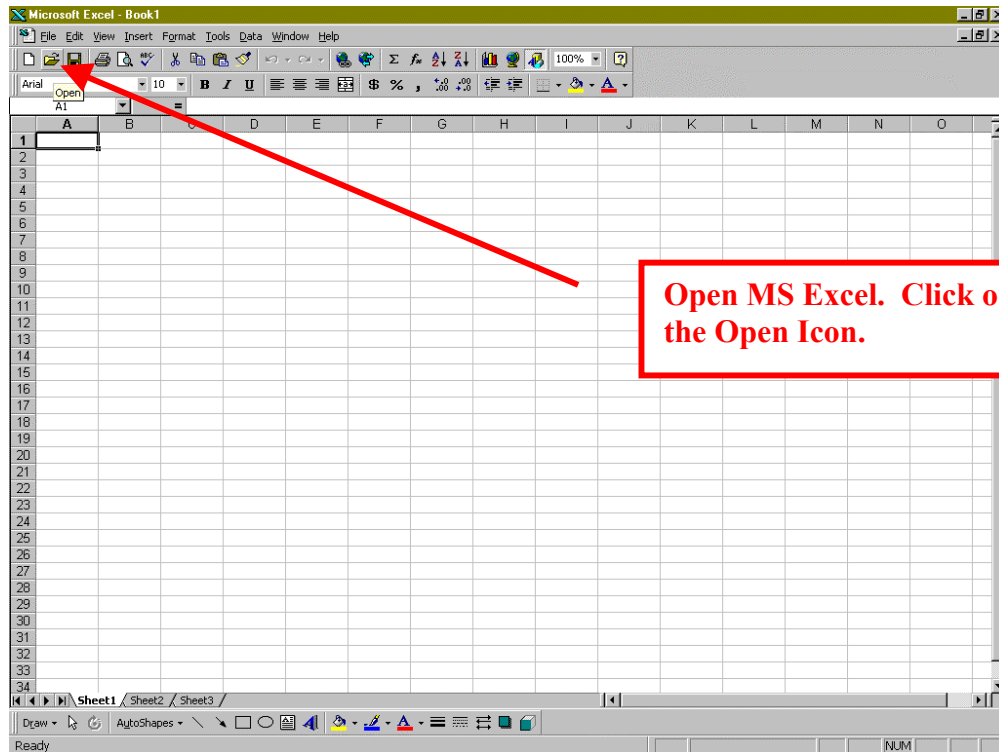


Figure 11

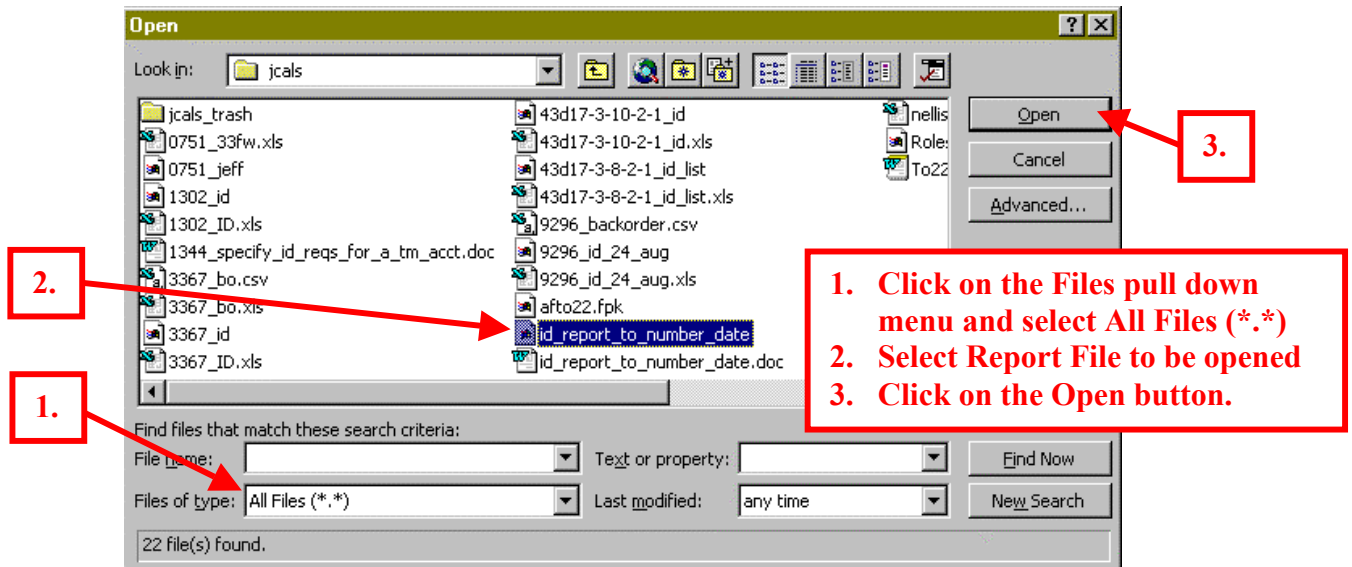


Figure 12

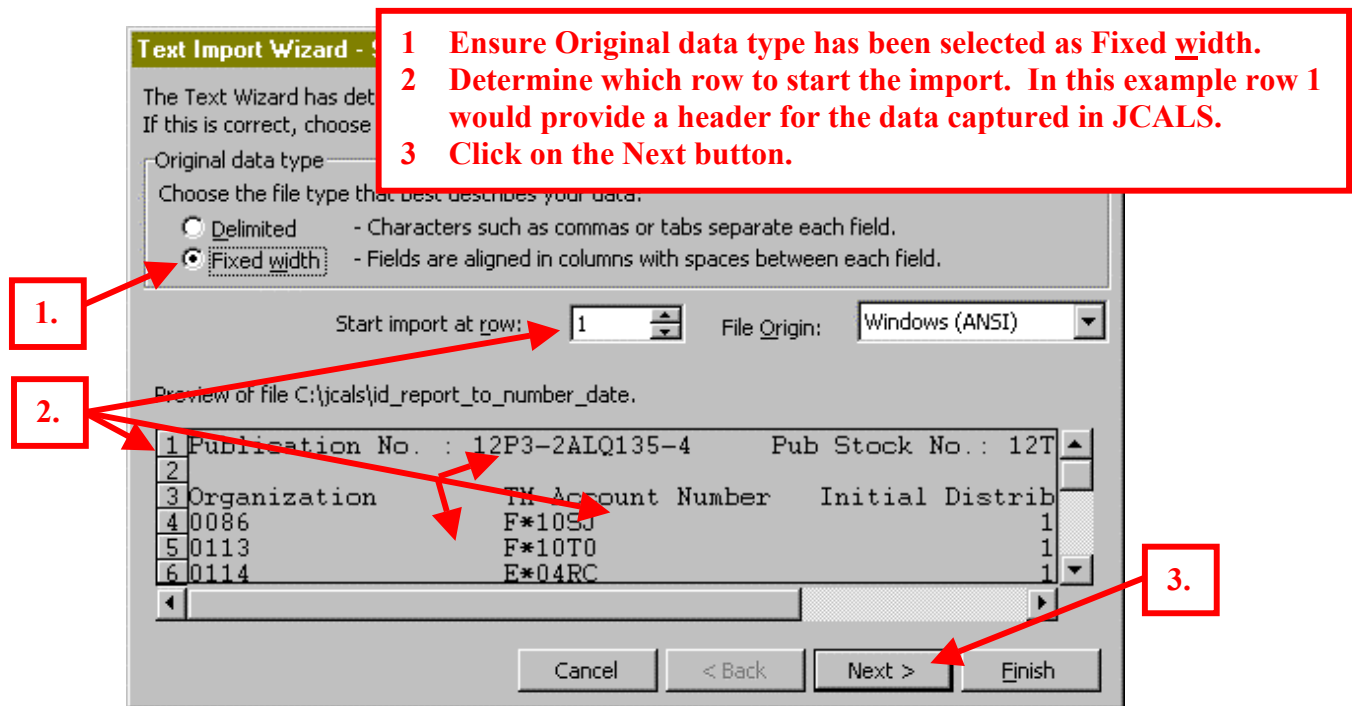


Figure 13

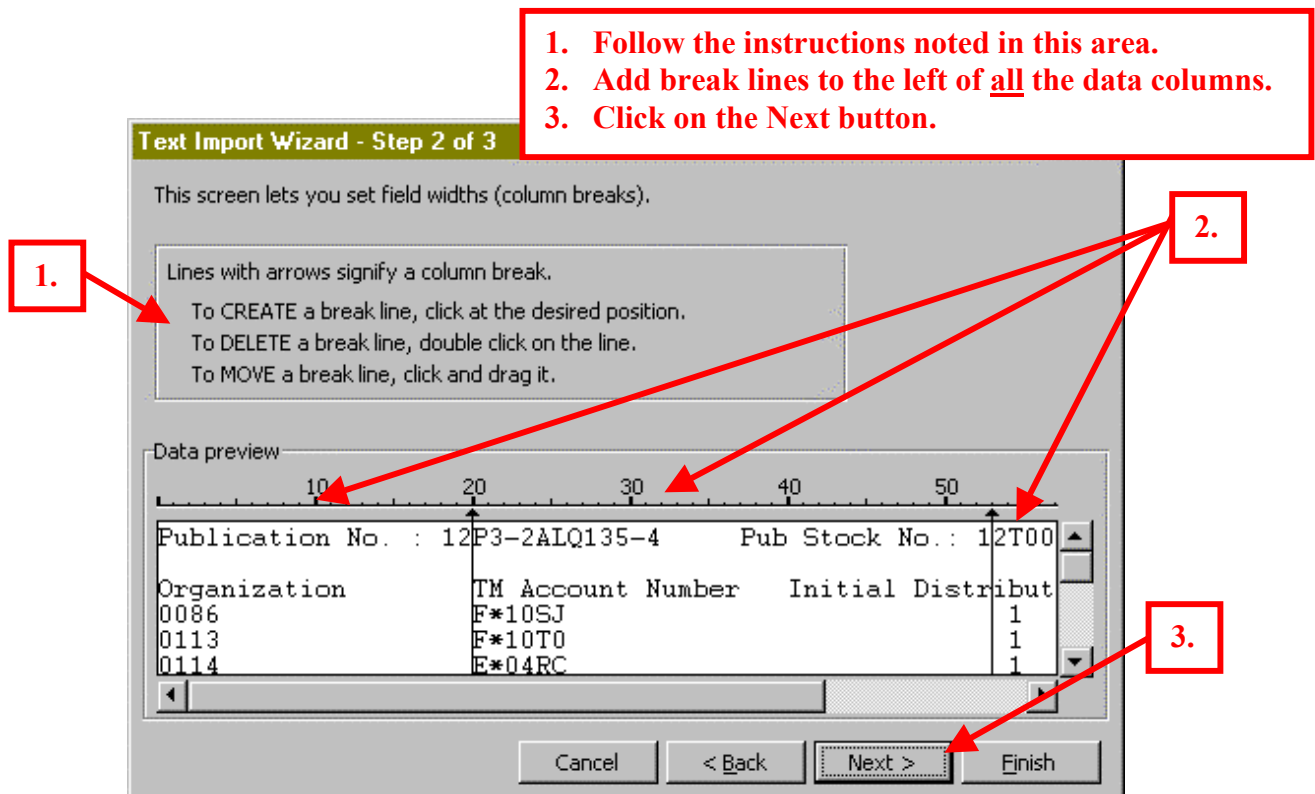


Figure 14

1. Click on the Save as type pull-down menu and select Microsoft Excel Workbook (*.xls).
2. Type in a name in the File name field
3. Click on the Save button.

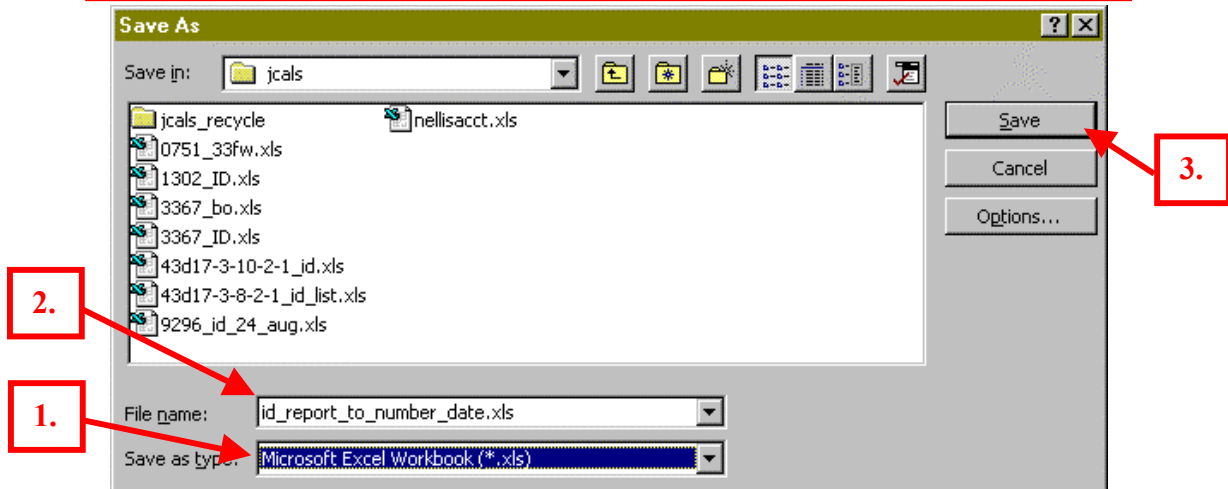
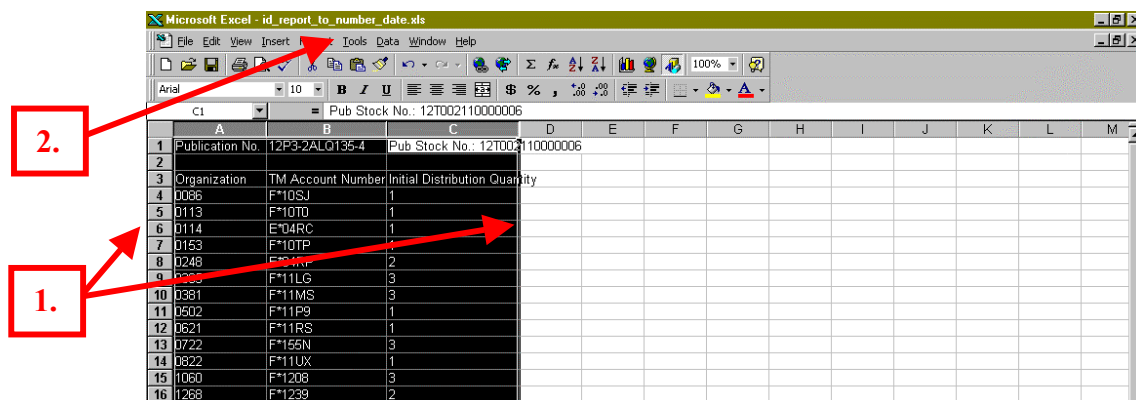


Figure 17



1. To read all the data now visible on the Worksheet the columns must be formatted. One method to accomplish this is to highlight the columns with data by clicking on column A and drag the cursor across the top the top of the sheet so that all the columns with data are highlighted.
2. Click on Format and from the pull-down menu select Column. From the slide-over menu select AutoFit Selection.

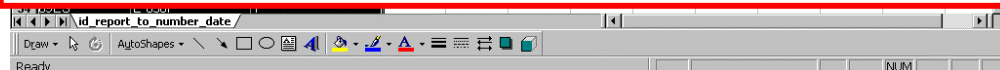


Figure 18

Microsoft Excel - id_report_to_number_date.xls

File Edit View Insert Format Tools Data Window Help

100%

Arial 10 B I U

F18

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1															
2															
3															
4															
5															
6		Org ID	Account #	ID Qty											
7		0086	F*10SJ	1											
8		0113	F*10TO	1											
9		0114	E*04RC	1											
10		0153	F*10TP	1											
11		0248	E*04RP	2											
12		0305	F*11LG	3											
13		0381	F*11MS	3											
14		0502	F*11P9	1											
15		0621	F*11RS	1											
16		0722	F*155N	3											
17		0822	F*11UX	1											
18		1060	F*1208	3											
19															
20															
21															
22															
23															
24															
25															
26															
27															
28		3333	F*12GU	1											
29		3339	F*12GS	1											
30		3376	F*12H8	16											
31		3579	F*12JN	1											
32		3643	F*12K8	1											
33		3784	F*12LR	2											
34		3804	F*12M1	1											

id_report_to_number_date

Ready

NUM

Continue formatting the report to print until the desired look is achieved. Remember to add a Footer with page number for reports longer then one page. Print and close the file.

Figure 19

RETURN TO INDEX

JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

10. ONE TIME REQUISITIONS

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10. ONE TIME REQUISITIONS

The following Training Aid was developed to provide visual instructions for making a One Time Requisition of a T.O. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to process a One Time Requisition. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to making a One Time Requisition of a T.O.

3.10.9 ONE TIME REQUISITION

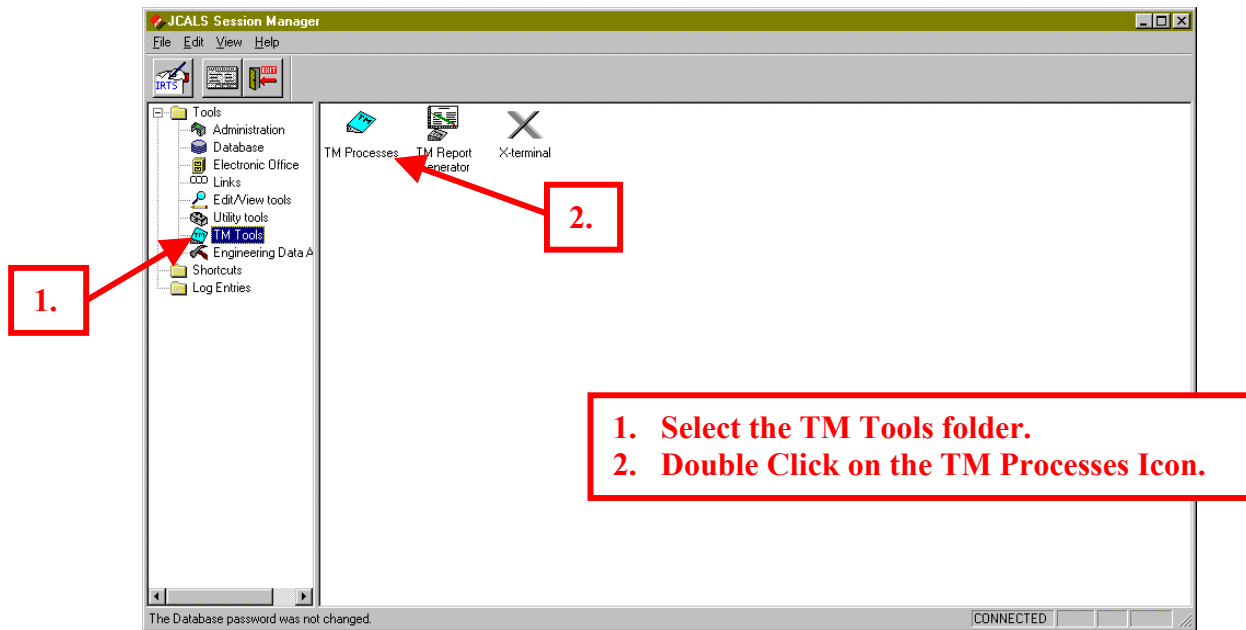


Figure 1

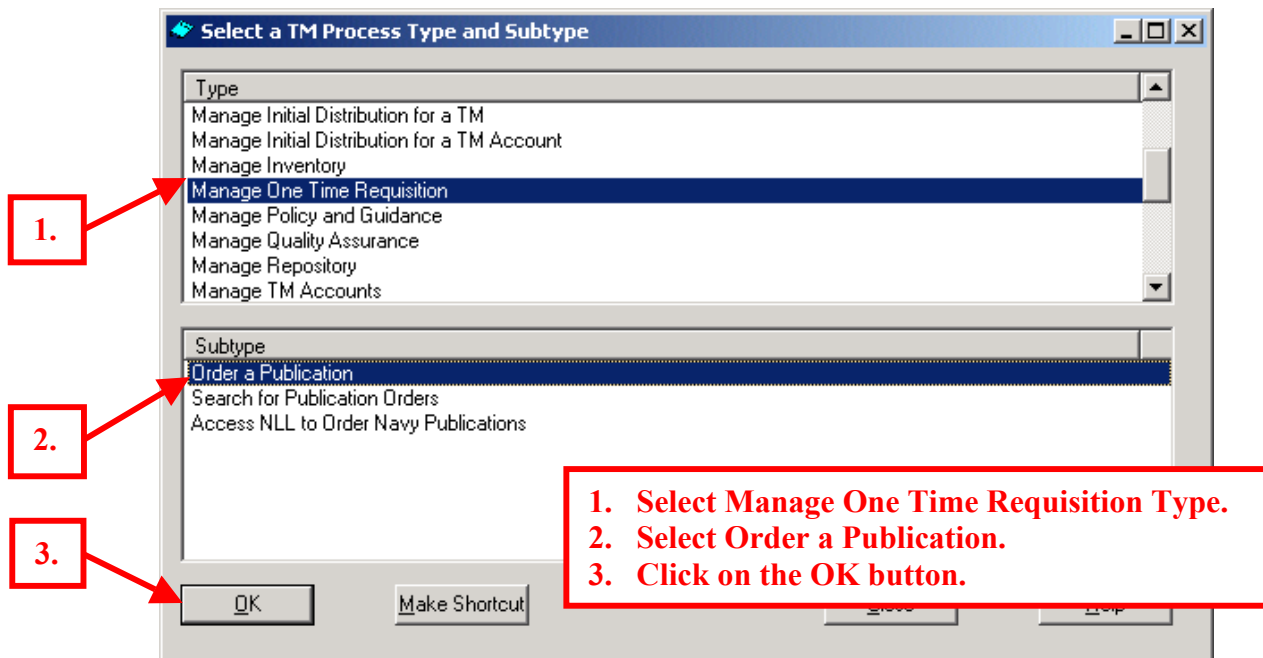


Figure 2

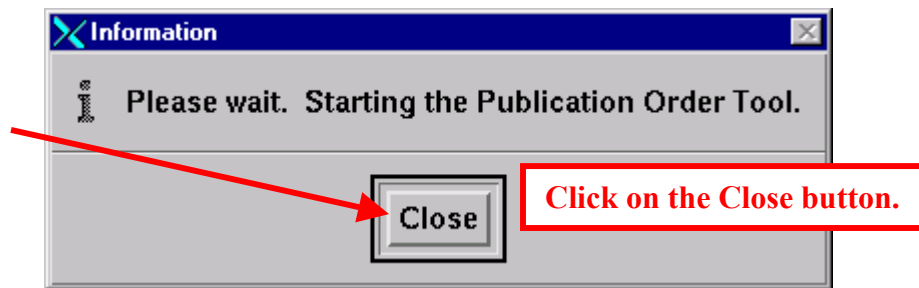


Figure 3

Order Publication

File Options Help

REQUEST

WORKFOLDER NAME PUB SPONSOR APPROVAL STATUS PUB SPONSOR APPROVAL STATUS DATE

REQUESTER Thomas E. Turner SUBMITTER Thomas E. Turner

ORGANIZATION IDENTIFIER PUB NO. PUB SECURITY

89EQ

1. Fill in your Organization Identifier (TODO) Number.

2. Click on the Address Code Choose button.

DOCUMENT IDENTIFIER ROUTE TO MEDIA AND STATUS CODE PUB STOCK NO. UNIT OF ISSUE QUANTITY

A01 S

ADDRESS CODE DATE 1323 SEQUENCE NO.

Choose

SUPPLEMENTARY ADDRESS SIGNAL

D

CASH CUSTOMER NAME A

EXCEPTIONS

Figure 4

Choose Address Code

Address Source: JCALS DODAAC MAPAC

Address 1. Click the Choose button.

Choose

Results:

E*050G 2. Select the Address Code.

3. Click on the OK button.

OK Cancel Help

Figure 5

1. Click on the Pub No. icon.

OR

2. Use the Direct fill capability by typing the TO number in the Pub NO. field. NOTE: A wildcard (%) can not be used in this field.

3. If step 2 was taken click in the QUANTITY field, type in the quantity of TO's required and go to Figure 9.

Figure 6

1. If known fill in the Proponent ID, otherwise leave blank.

2. Fill in the Publication No. A wildcard (%) can be used to assist in the search. NOTE: A wildcard (%) is used to view TO Supplements (e.g. 11A8-7-1%) & TCTO's. *See Section 10.1 for special instruction on how to order TO Supplements & TCTO's.

3. Ensure the Pub Status is ACTIVE.

4. Click on the Apply button.

SEE FIGURE 12 FOR E-CODED TO'S

Figure 7

Choose Publication

Service:

Pub Stock No.:

Basic Pub Date:

Change No.:

Pub Title:

Short Title:

Publication Type:

Weapon System Code:

Weapon System Appl.:

Item Designator No.:

Subscription Form:

Search Criteria

Proponent ID:

Publication No.:

Revision No.:

Change Date:

Pub Status:

Commercial Ind.:

TAMCN:

Media Code:

Block:

Apply Clear

Results

Publication No.	Pub. Stock No.	Media Type	Pub. Date	Rev. No.	Change No.	Change Date	Publication
21M-AIM7M-2	21T001132000006	PAPER	01 AUG 1994				FLD LEVEL
21M-AIM7M-2	21T001132000106	PAPER	01 AUG 1994	001	01 APR 1995		FLD LEVEL
21M-AIM7M-2	21T001132000206	PAPER	01 AUG 1994	002	01 APR 1996		FLD LEVEL
21M-AIM7M-2	21T001132000306	PAPER	01 AUG 1994	003	01 JUL 1996		FLD LEVEL

OK Set Privileges Cancel Help

1. Select the desired publication.
2. Click on the OK button.

Figure 8

Order Publication

File Options

Put Data in Workfolder

Specify Orders for Subaccounts

View Account Information

Submit

Open Workfolder

Comments

WORKF

THOMAS

ORGAN

AACWRR

21M-AIM7M-2

REQUEST

PUB SPONSOR APPROVAL STATUS

PUB SPONSOR APPROVAL STATUS DATE

SUBMITTER

Thomas E. Turner

PUB SECURITY

UNCLASSIFIED

MILSTRIP

DOCUMENT IDENTIFIER

A01

ROUTE TO

FL7

MEDIA AND STATUS CODE

S

PUB STOCK NO.

21T001132000006

UNIT OF ISSUE

EA

QUANTITY

7

ADDRESS CODE

1247

SEQUENCE NO.

SUPPLEMENTARY ADDRESS

SIGNAL CODE

FUND CODE

DIST

CASH CUSTOMER NAME AND ADDRESS

1. Input the Quantity required.
2. Click on Options.
3. Click on Submit.

SEE FIGURE 12 FOR E-CODED TO's (TO's REQUIRING SPONSOR APPROVAL)

Figure 9

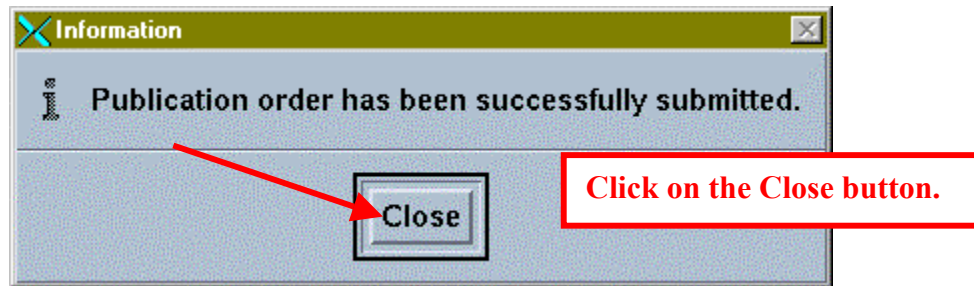


Figure 10

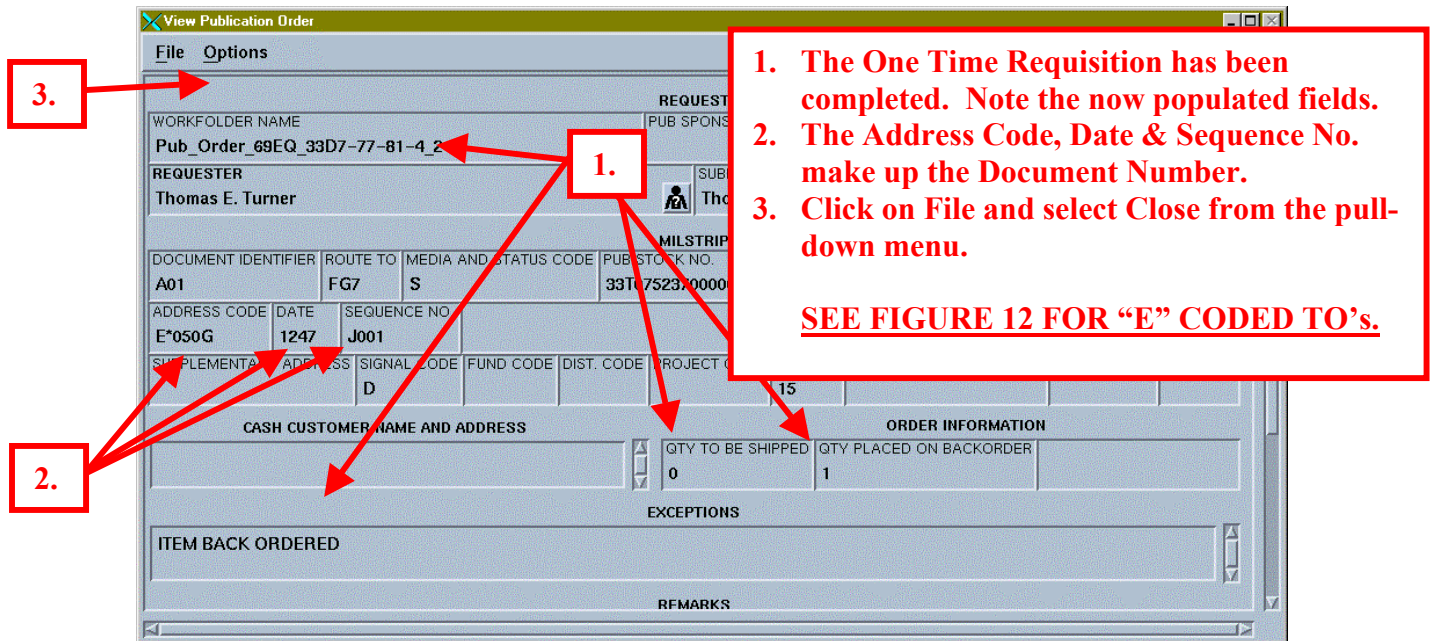


Figure 11

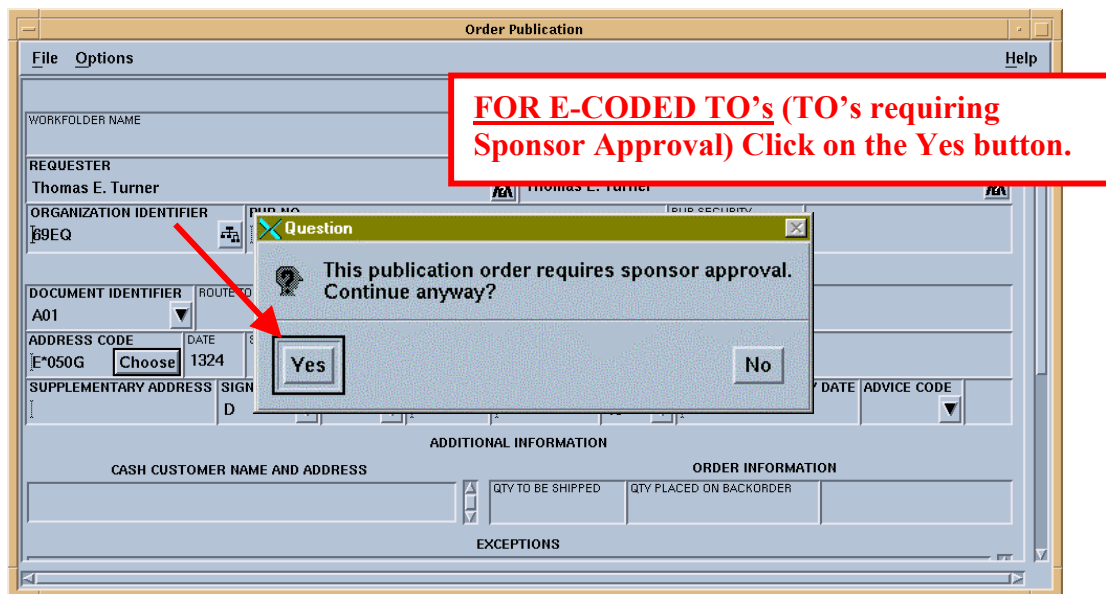


Figure 12

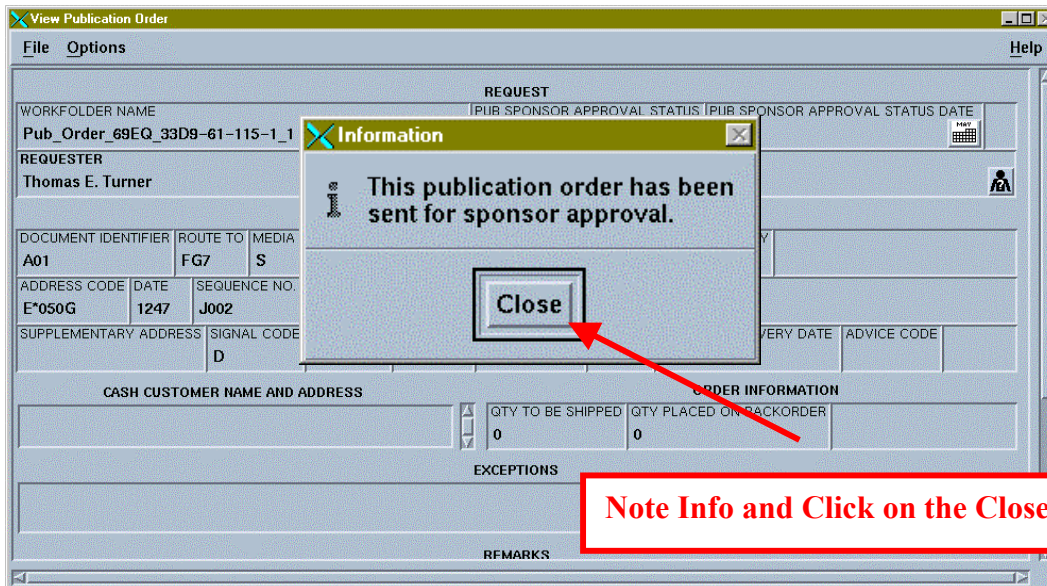


Figure 13

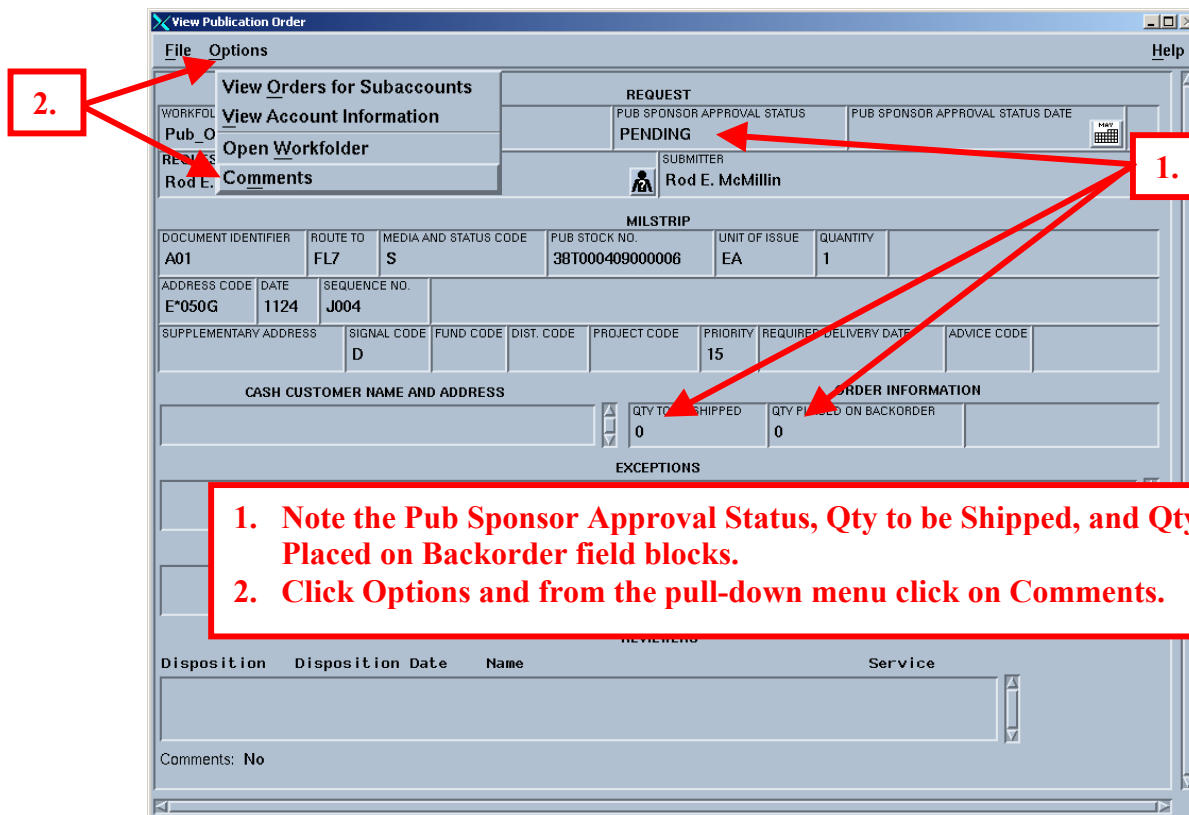


Figure 14

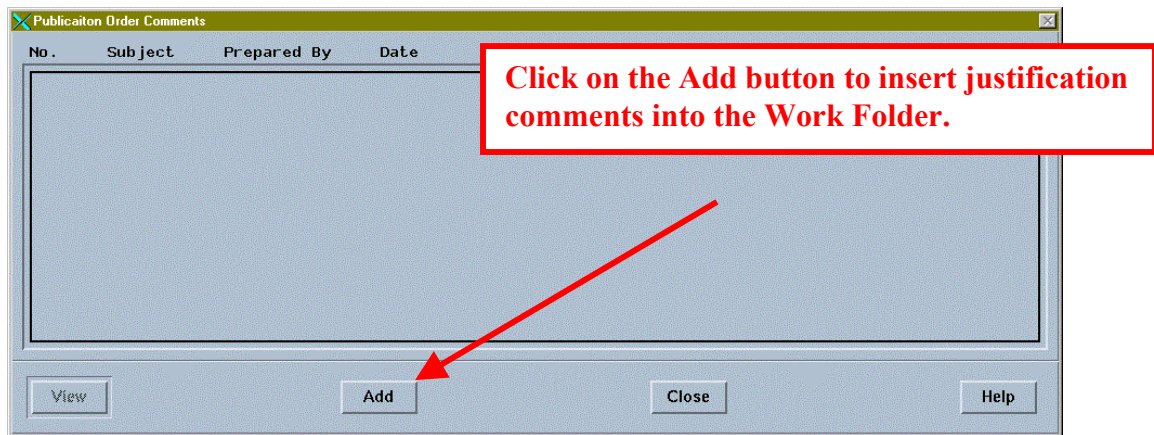


Figure 15

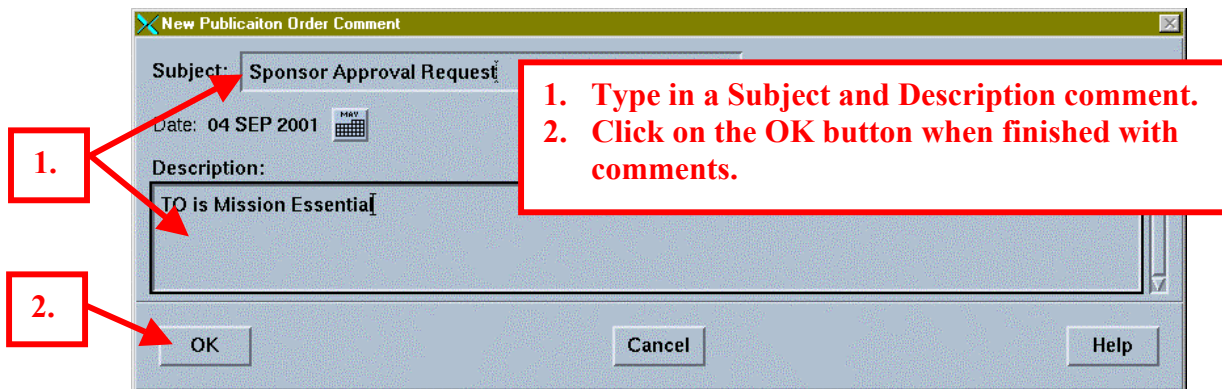


Figure 16

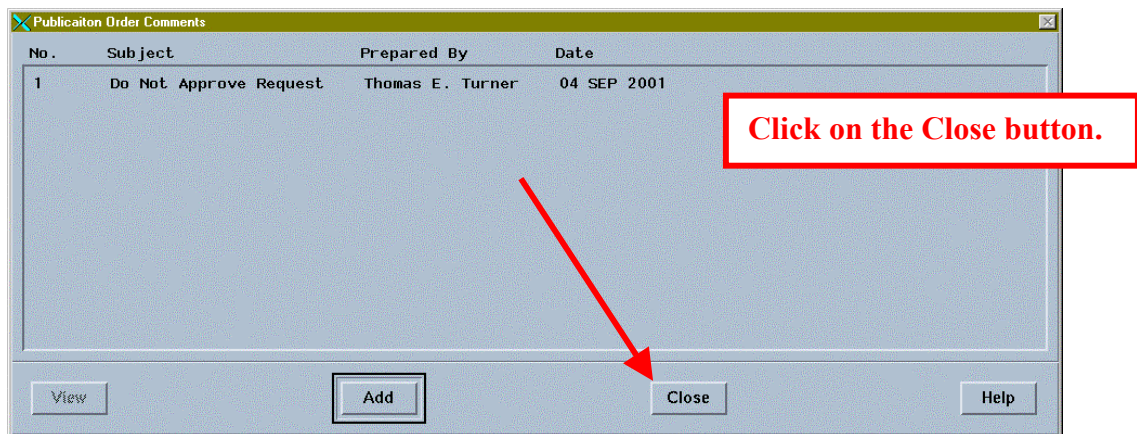


Figure 17

View Publication Order

File Options Help

REQUEST

WORKFOLDER NAME: Pub_Order_69EQ_33D9-61-115-1_1
 PUB SPONSOR APPROVAL STATUS: PENDING
 PUB SPONSOR APPROVAL STATUS DATE: [Calendar Icon]

REQUESTER: Thomas E. Turner
 SUBMITTER: Thomas E. Turner

MILSTRIP

DOCUMENT IDENTIFIER: A01
 ROUTE TO: FG7
 MEDIA AND STATUS CODE: S
 PUB STOCK NO.: 33T034196000006
 UNIT OF ISSUE: EA
 QUANTITY: 1

ADDRESS CODE: E*050G
 DATE: 1247
 SEQUENCE NO.: J002

SUPPLEMENTARY ADDRESS: [Empty]
 SIGNAL CODE: D
 FUND CODE: [Empty]
 DIST. CODE: [Empty]
 PROJECT CODE: [Empty]
 PRIORITY: 15
 REQUIRED DELIVERY DATE: [Empty]
 ADVICE CODE: [Empty]

CASH CUSTOMER NAME AND ADDRESS: [Empty]

EXCEPTIONS

REMARKS

REVIEWERS

Disposition	Disposition Date	Name	Service
[Empty]			

Comments: Yes

Note that a comment has been added to your request.

Figure 18

Order Publication

File Options Help

New Ctrl+N
 Print Ctrl+P
 Close

REQUEST

PUB SPONSOR APPROVAL STATUS: [Empty]
 PUB SPONSOR APPROVAL STATUS DATE: [Empty]

Thomas E. Turner

ORGANIZATION IDENTIFIER: 69EQ
 PUB NO.: 00-5-2
 PUB SECURITY: UNCLASSIFIED

MILSTRIP

DOCUMENT IDENTIFIER: A01
 ROUTE TO: FH8
 MEDIA AND STATUS CODE: S
 PUB STOCK NO.: 00T005408000011
 UNIT OF ISSUE: EA
 QUANTITY: 76

ADDRESS CODE: E*050G
 DATE: 1323
 SEQUENCE NO.: [Empty]

SUPPLEMENTARY ADDRESS: [Empty]
 SIGNAL CODE: D
 FUND CODE: [Empty]
 DIST. CODE: [Empty]
 PROJECT CODE: [Empty]
 PRIORITY: 15
 REQUIRED DELIVERY DATE: [Empty]
 ADVICE CODE: [Empty]

ADDITIONAL INFORMATION

CASH CUSTOMER NAME AND ADDRESS: [Empty]

ORDER INFORMATION

QTY TO BE SHIPPED: [Empty]
 QTY PLACED ON BACKORDER: [Empty]

EXCEPTIONS

Click on File and from the pull-down menu select Close.

Figure 19

Table 1 – TO Request Status Codes

<u>Code</u>	<u>Means</u>	<u>Cause</u>	<u>Corrective Action</u>	<u>Re-submit</u>
BA	Item being processed for shipment.	Item in stock	None	No
BB	Item Backordered	Insufficient stock level	None	No
BQ	Cancelled Transaction	Valid response to a Cancel Backorder request	None	No
CA	Reject Transaction	Requisition is for a TCTO (JCALS CR required)	None	No
CD	Initial Requisition Requested Rejected	Quantity is zero or non-numeric (typo?)	Correct quantity	Yes
CF	Requisition exact Duplicate	along the same lines as the 1E error	None	Yes
CG	Unable to ID Requisition Item	TO Number is not in JCALS data base (typo?)	Correct TO Number	Yes
CJ	Item Obsolete or Inactive	TO is Superseded or Rescinded	Check with TO Manager	
CQ	Item is Command or Service Regulated	Account restrictions do not match TO restrictions	Check with TO Manager	
CV	Item Prematurely Requisitioned	Preliminary publication or ID not released	Check with TO Manager	
DQ	Quantity Exceeds Max Issue Level	Check Max Issue Level with TO Manager	Correct Quantity	Yes
NC	Account Not Allowed to Rev Class. Item	TO classification exceeds account classification	Check with TO Manager	
1E	Suspected Duplicate Requisition	JCALS system problem (CR 23712)	None	Yes
1S	Suspended for Sponsor Approval	TO requires Sponsor Approval	Send justification to TO Manager	No
Blank	JCALS Internal Processing Error	JCALS will automatically re-try on the next cycle	None	No
Blank	Unable to Communicate with TXP	JCALS will automatically re-try on the next cycle	None	No
Blank	Document is a TCTO Series Header. Cannot order TCTO's by Series Header	Current JCALS design does not allow requisition of TCTO's by TCTO Series Header.	TCTO's must be individually requisitioned.	Yes
SS	Split Shipment	Order was shipped in 2 or more increments	None	

Table 1**RETURN TO INDEX**

PAGE INTENTIONALLY LEFT BLANK

EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

10.1 SPECIAL INSTRUCTIONS FOR ORDERING TO SUPPLEMENTS AND TCTO'S

RETRUN TO INDEX

10.1 SPECIAL INSTRUCTIONS FOR ORDERING TO SUPPLEMENTS AND TCTO'S

The following Training Aid was developed to provide visual instructions for ordering TO Supplements and TCTO's. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to order TO Supplements and TOCO's. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to ordering TO Supplements and TCTO's.

3.10.9 ONE TIME REQUISITION OF SUPPLEMENTS AND TCTO'S.

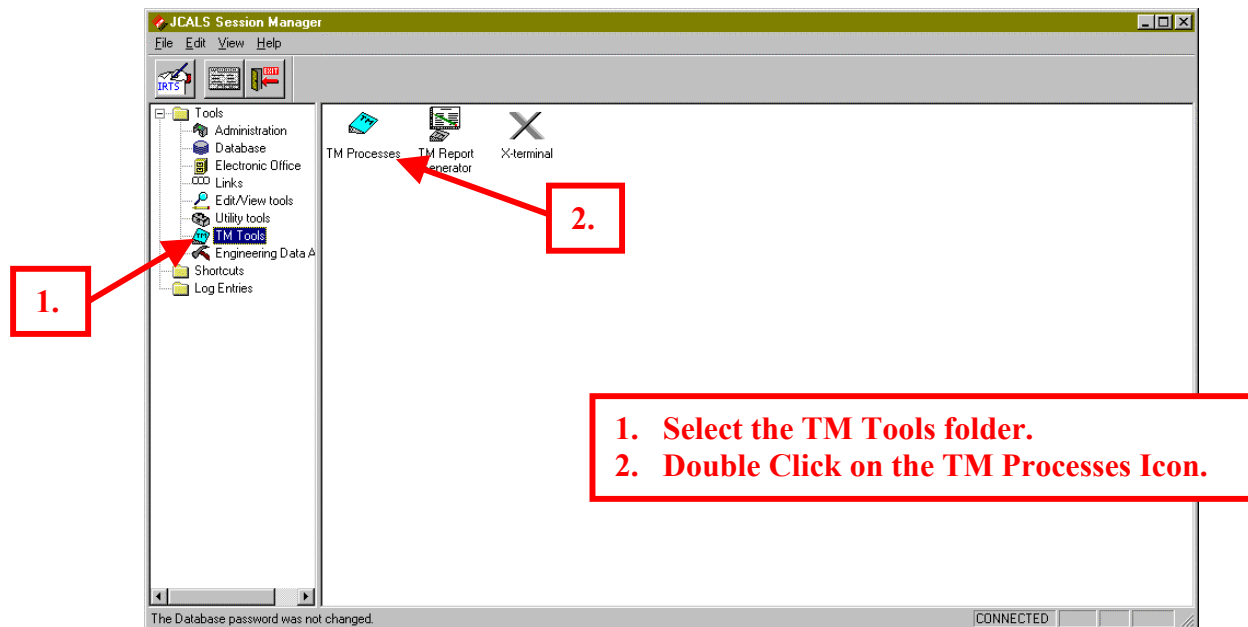


Figure 1

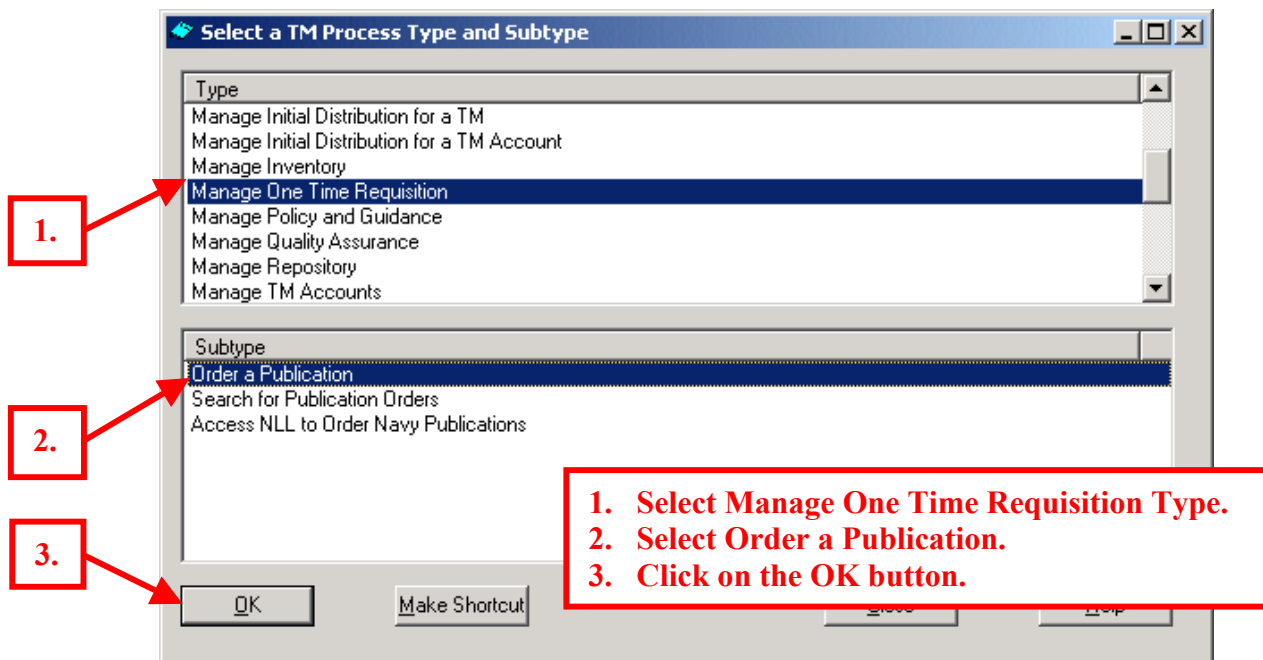


Figure 2

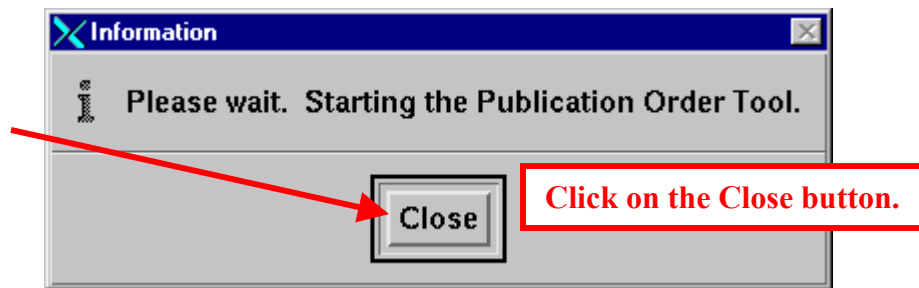


Figure 3

Order Publication

File Options Help

REQUEST

WORKFOLDER NAME PUB SPONSOR APPROVAL STATUS PUB SPONSOR APPROVAL STATUS DATE

REQUESTER Thomas E. Turner SUBMITTER Thomas E. Turner

ORGANIZATION IDENTIFIER PUB NO. PUB SECURITY

89EQ

DOCUMENT IDENTIFIER ROUTE TO MEDIA AND STATUS CODE PUB STOCK NO. UNIT OF ISSUE QUANTITY

A01 S

ADDRESS CODE DATE 1323 SEQUENCE NO.

Choose

SUPPLEMENTARY ADDRESS SIGNAL

D

CASH CUSTOMER NAME A

EXCEPTIONS

1. Fill in your Organization Identifier (TODO) Number.

2. Click on the Address Code Choose button.

Figure 4

Choose Address Code

Address Source: JCALS DODAAC MAPAC

Address

Choose

Results:

E*050G

OK Cancel Help

1. Click the Choose button.

2. Select the Address Code.

3. Click on the OK button.

Figure 5

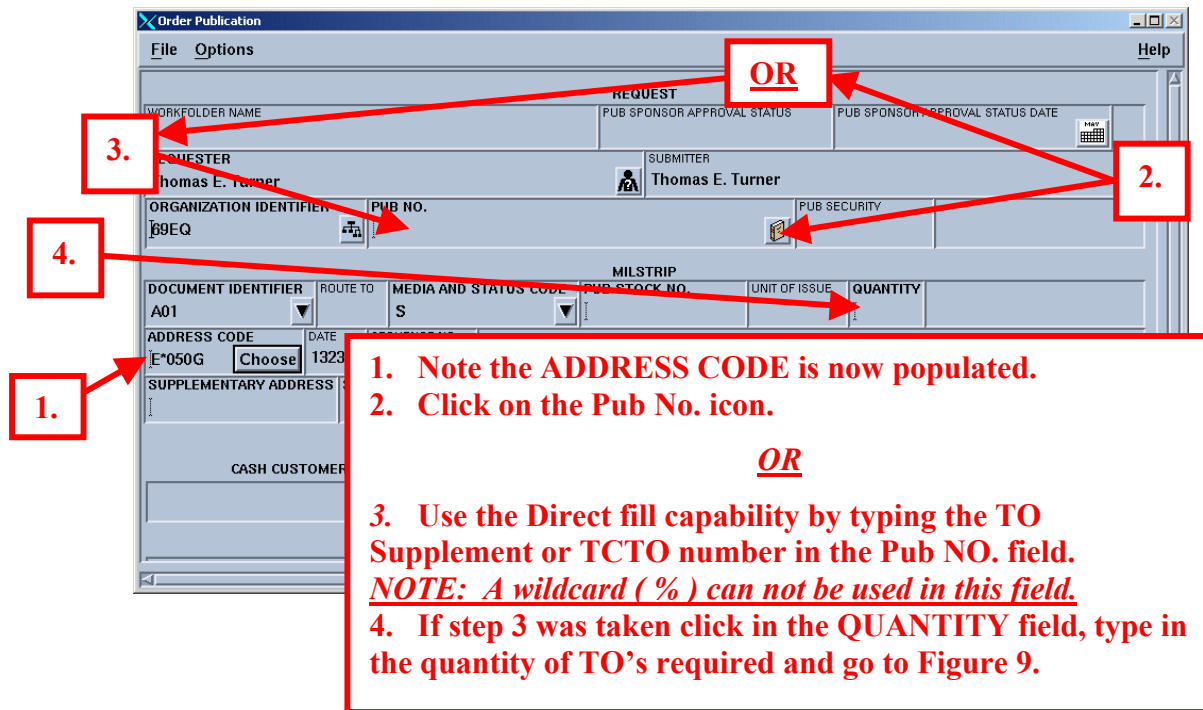
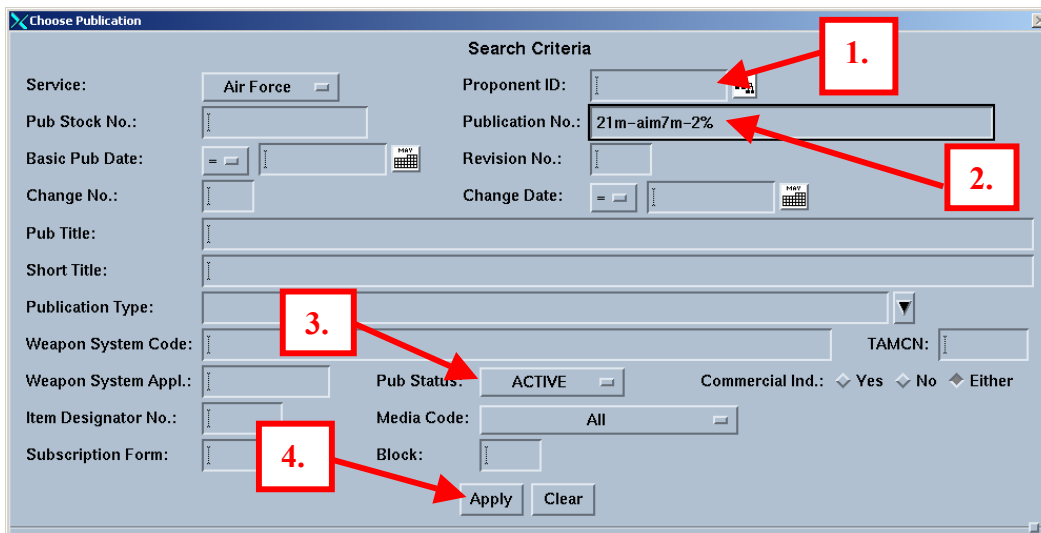


Figure 6



SEE FIGURE 12 FOR E-CODED TO SUPPLEMENTS & TCTO's

Figure 7

Choose Publication

Search Criteria

Service: Air Force

Pub Stock No.: All

Basic Pub Date: [Calendar Icon]

Change No.: [Text Box]

Change Date: [Calendar Icon]

Pub Title: [Text Box]

Short Title: [Text Box]

Publication Type: [Dropdown]

Weapon System Code: [Text Box] TAMCN: [Text Box]

Weapon System Appl.: [Text Box]

Item Designator No.: [Text Box]

Subscription Form: [Dropdown]

Results

Publication No.	Pub. Stock No.	Media Type	Pub. Date	Rev. No.	Change No.	Change Date	Public
12P3-2ALQ135-548	12T002129000006	PAPER	15 SEP 1996				***
12P3-2ALQ135-549	12T002130000006	PAPER	01 APR 1997				RETR
12P3-2ALQ135-549C	12T002130C00006	PAPER	25 JAN 1999				RETR
12P3-2ALQ135-550	12T002131000006	PAPER	01 JAN 1999				MOD

OK Set Privileges Cancel Help

1. Select the desired TO Supplement or TCTO.
2. Click on the OK button.

Figure 8

Order Publication

File Options

Put Data in Workfolder

Specify Orders for Subaccounts

View Account Information

Submit

Open Workfolder

Comments

REQUEST

PUB SPONSOR APPROVAL STATUS

PUB SPONSOR APPROVAL STATUS DATE

SUBMITTER

Rod E. McMillin

ORGANIZATION IDENTIFIER

69EQ

PUB NO.

12P3-2ALQ135-550

PUB SECURITY

UNCLASSIFIED

MILSTRIP

DOCUMENT IDENTIFIER

A01

ROUTE TO

FL7

MEDIA AND STATUS CODE

S

PUB STOCK NO.

12T002131000006

UNIT OF ISSUE

EA

QUANTITY

10

ADDRESS CODE

E*050G

DATE

2070

SEQUENCE NO.

SUPPLEMENTARY ADDRESS

SIGNAL CODE

FUND CODE

DIS

CASH CUSTOMER NAME AND ADDRESS

1. Input the Quantity required.
2. Click on Options.
3. Click on Submit.

SEE FIGURE 12 FOR E-CODED TO's (TO's REQUIRING SPONSOR APPROVAL)

Figure 9

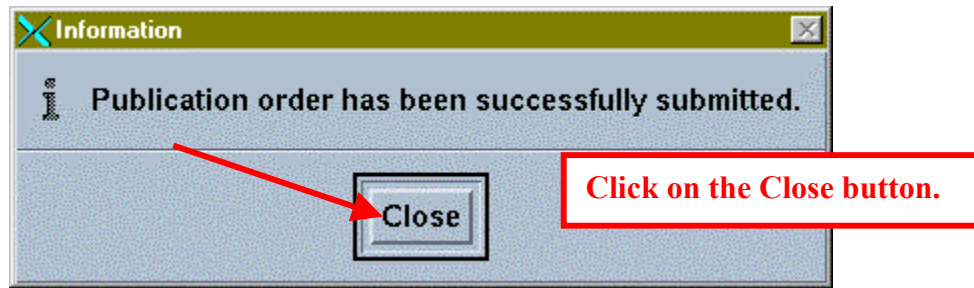


Figure 10

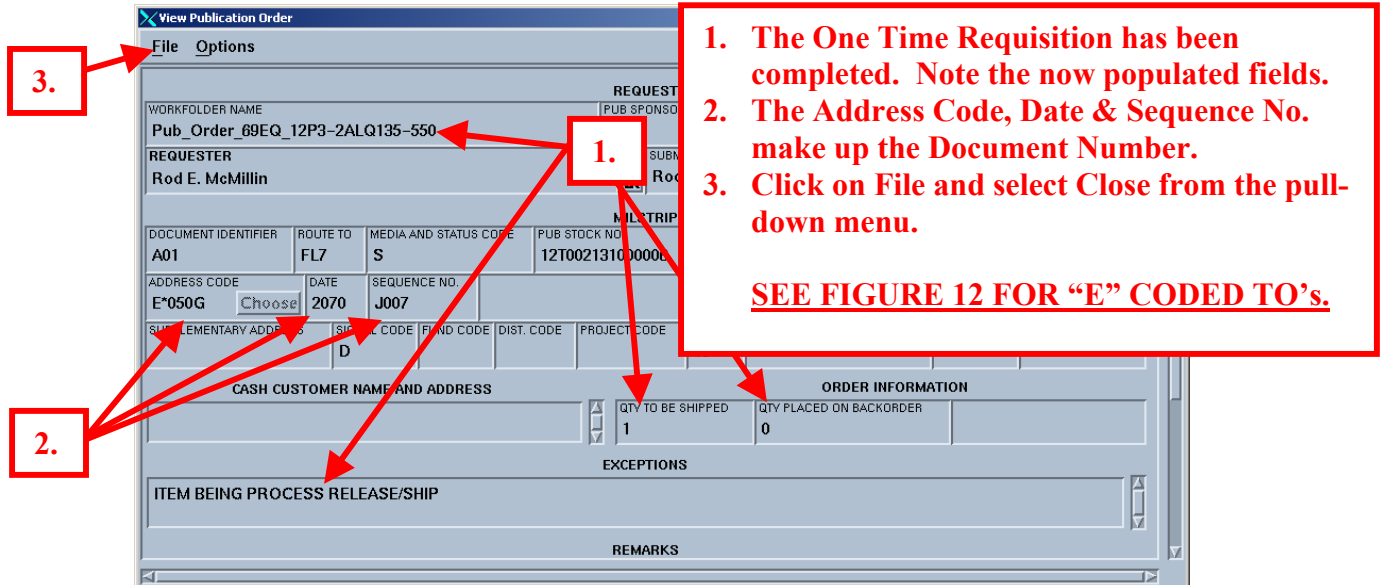


Figure 11

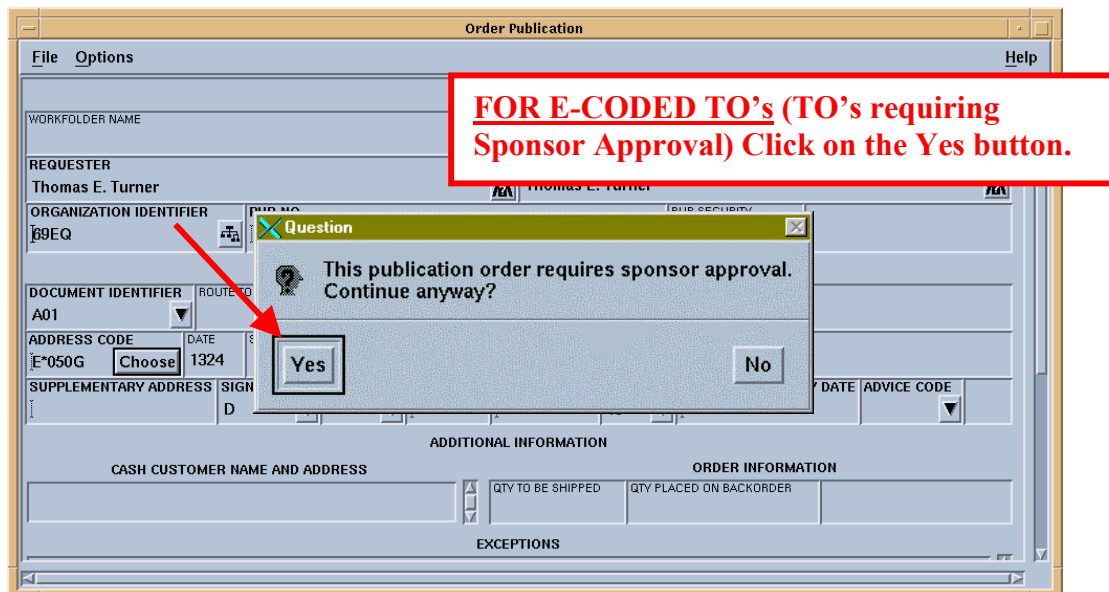


Figure 12

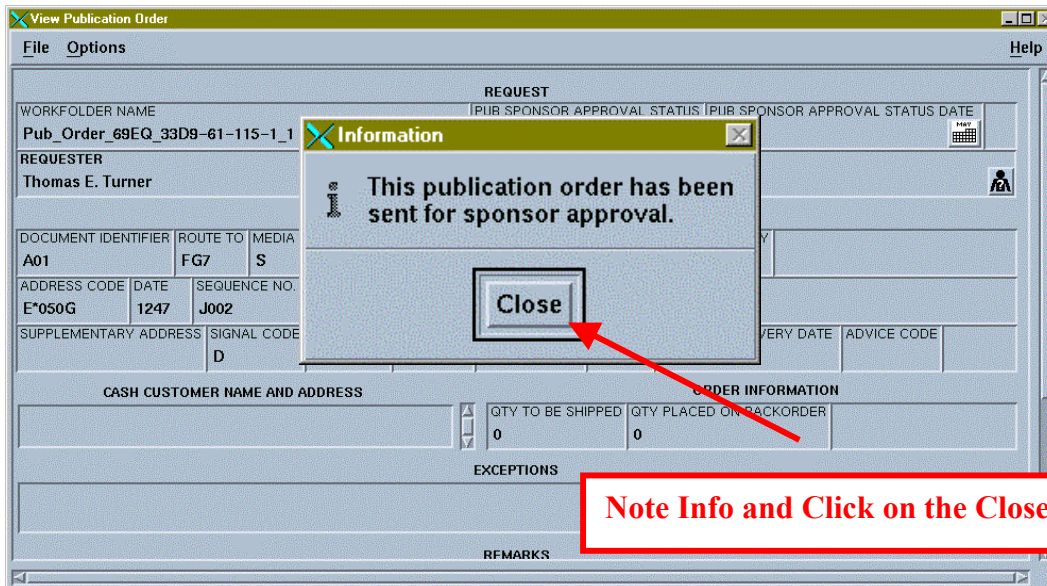


Figure 13

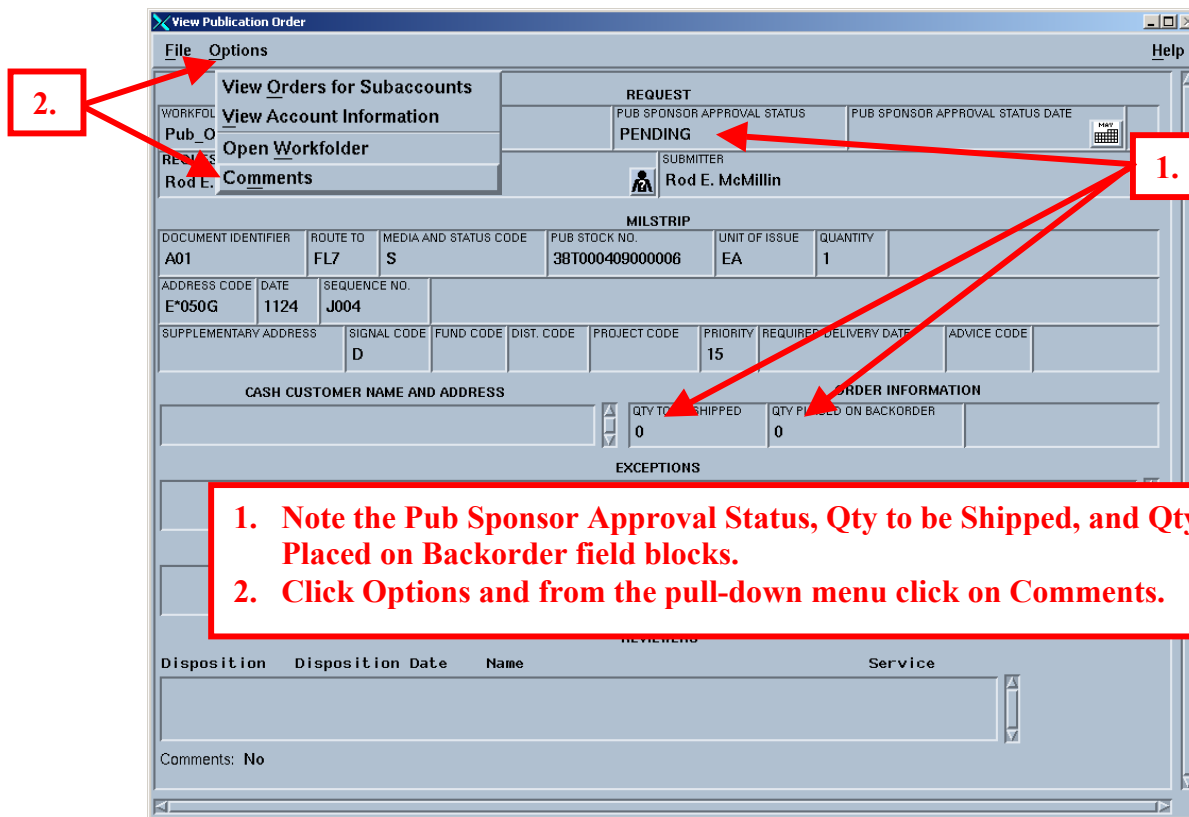


Figure 14

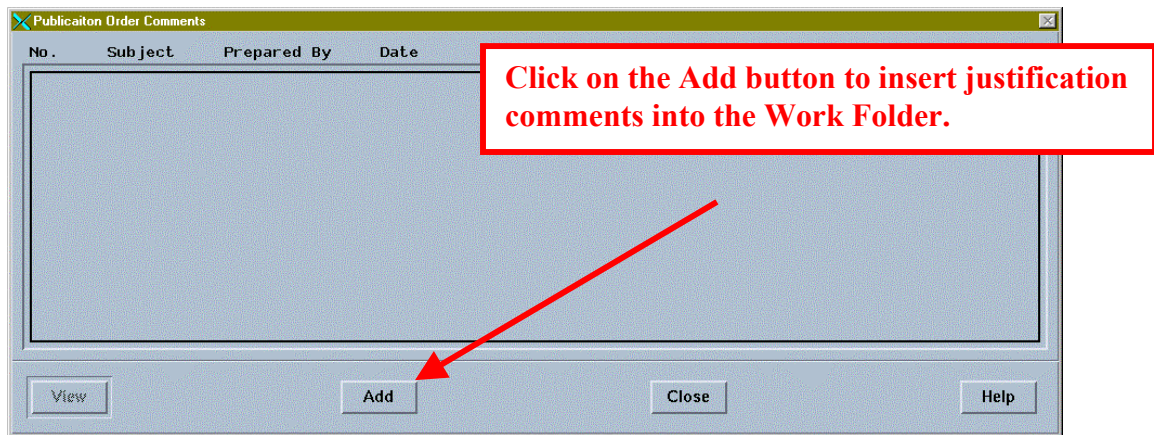


Figure 15

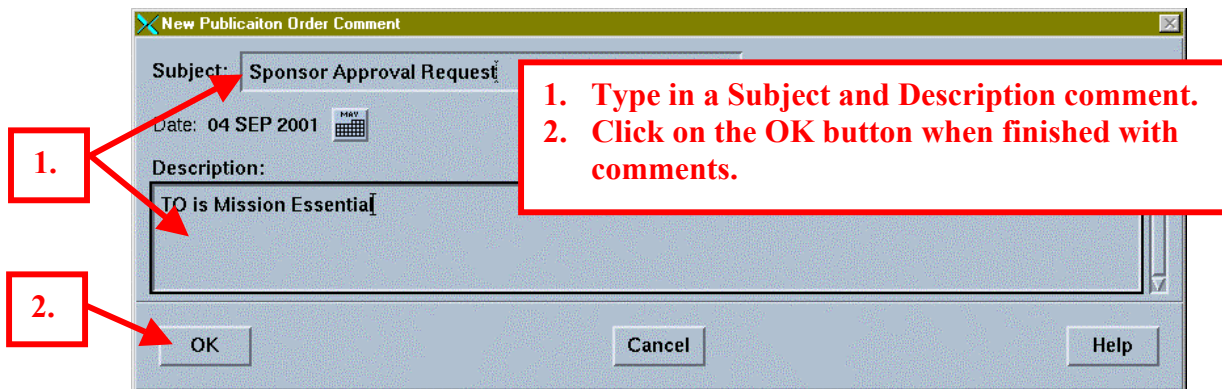


Figure 16

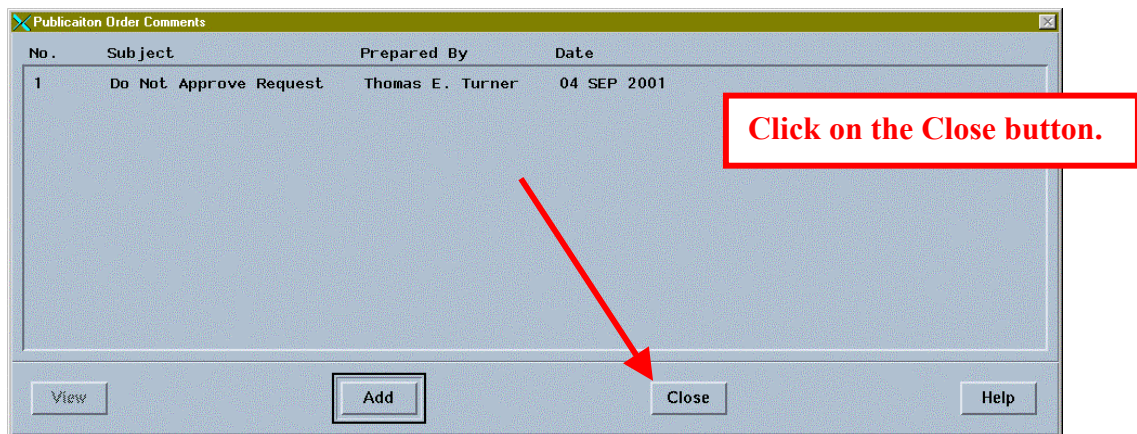


Figure 17

View Publication Order

File Options Help

REQUEST

WORKFOLDER NAME: Pub_Order_69EQ_33D9-61-115-1_1
 PUB SPONSOR APPROVAL STATUS: PENDING
 PUB SPONSOR APPROVAL STATUS DATE: [Calendar Icon]

REQUESTER: Thomas E. Turner
 SUBMITTER: Thomas E. Turner

MILSTRIP

DOCUMENT IDENTIFIER	ROUTE TO	MEDIA AND STATUS CODE	PUB STOCK NO.	UNIT OF ISSUE	QUANTITY
A01	FG7	S	33T034196000006	EA	1

ADDRESS CODE	DATE	SEQUENCE NO.
E*050G	1247	J002

SUPPLEMENTARY ADDRESS	SIGNAL CODE	FUND CODE	DIST. CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DATE	ADVICE CODE
	D				15		

CASH CUSTOMER NAME AND ADDRESS

EXCEPTIONS

REMARKS

REVIEWERS

Disposition	Disposition Date	Name	Service
Comments: Yes			

Note that a comment has been added to your request.

Figure 18

Order Publication

File Options Help

New Ctrl+N
 Print Ctrl+P
 Close

REQUEST

PUB SPONSOR APPROVAL STATUS: [Calendar Icon]
 PUB SPONSOR APPROVAL STATUS DATE: [Calendar Icon]

Thomas E. Turner

ORGANIZATION IDENTIFIER: 69EQ
 PUB NO.: 00-5-2
 PUB SECURITY: UNCLASSIFIED

MILSTRIP

DOCUMENT IDENTIFIER	ROUTE TO	MEDIA AND STATUS CODE	PUB STOCK NO.	UNIT OF ISSUE	QUANTITY
A01	FH8	S	00T005408000011	EA	76

ADDRESS CODE	DATE	SEQUENCE NO.
E*050G	1323	

SUPPLEMENTARY ADDRESS	SIGNAL CODE	FUND CODE	DIST. CODE	PROJECT CODE	PRIORITY	REQUIRED DELIVERY DATE	ADVICE CODE
	D				15		

ADDITIONAL INFORMATION

CASH CUSTOMER NAME AND ADDRESS

ORDER INFORMATION

QTY TO BE SHIPPED	QTY PLACED ON BACKORDER
-------------------	-------------------------

EXCEPTIONS

Click on File and from the pull-down menu select Close.

Figure 19

Table 1 – TO Request Status Codes

<u>Code</u>	<u>Means</u>	<u>Cause</u>	<u>Corrective Action</u>	<u>Re-submit</u>
BA	Item being processed for shipment.	Item in stock	None	No
BB	Item Backordered	Insufficient stock level	None	No
BQ	Cancelled Transaction	Valid response to a Cancel Backorder request	None	No
CA	Reject Transaction	Requisition is for a TCTO (JCALS CR required)	None	No
CD	Initial Requisition Requested Rejected	Quantity is zero or non-numeric (typo?)	Correct quantity	Yes
CF	Requisition exact Duplicate	along the same lines as the 1E error	None	Yes
CG	Unable to ID Requisition Item	TO Number is not in JCALS data base (typo?)	Correct TO Number	Yes
CJ	Item Obsolete or Inactive	TO is Superseded or Rescinded	Check with TO Manager	
CQ	Item is Command or Service Regulated	Account restrictions do not match TO restrictions	Check with TO Manager	
CV	Item Prematurely Requisitioned	Preliminary publication or ID not released	Check with TO Manager	
DQ	Quantity Exceeds Max Issue Level	Check Max Issue Level with TO Manager	Correct Quantity	Yes
NC	Account Not Allowed to Rev Class. Item	TO classification exceeds account classification	Check with TO Manager	
1E	Suspected Duplicate Requisition	JCALS system problem (CR 23712)	None	Yes
1S	Suspended for Sponsor Approval	TO requires Sponsor Approval	Send justification to TO Manager	No
Blank	JCALS Internal Processing Error	JCALS will automatically re-try on the next cycle	None	No
Blank	Unable to Communicate with TXP	JCALS will automatically re-try on the next cycle	None	No
Blank	Document is a TCTO Series Header. Cannot order TCTOs by Series Header	Current JCALS design does not allow requisition of TCTOs by TCTO Series Header.	TCTOs must be individually requisitioned.	Yes
SS	Split Shipment	Order was shipped in 2 or more increments	None	

Table 1**RETURN TO INDEX**

PAGE INTENTIONALLY LEFT BLANK

EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

JCALs FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

11. SPECIFY ACCOUNT ID FOR A PUBLICATION

[RETURN TO INDEX](#)

11. SPECIFY ACCOUNT ID FOR PUBLICATION

The following Training Aid was developed to provide visual instructions for placing a T.O. on ID for an account. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to place a publication on ID for a TO account. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to placing a TO on ID.

3.10.6 SPECIFY ACCOUNT ID FOR A PUBLICATION

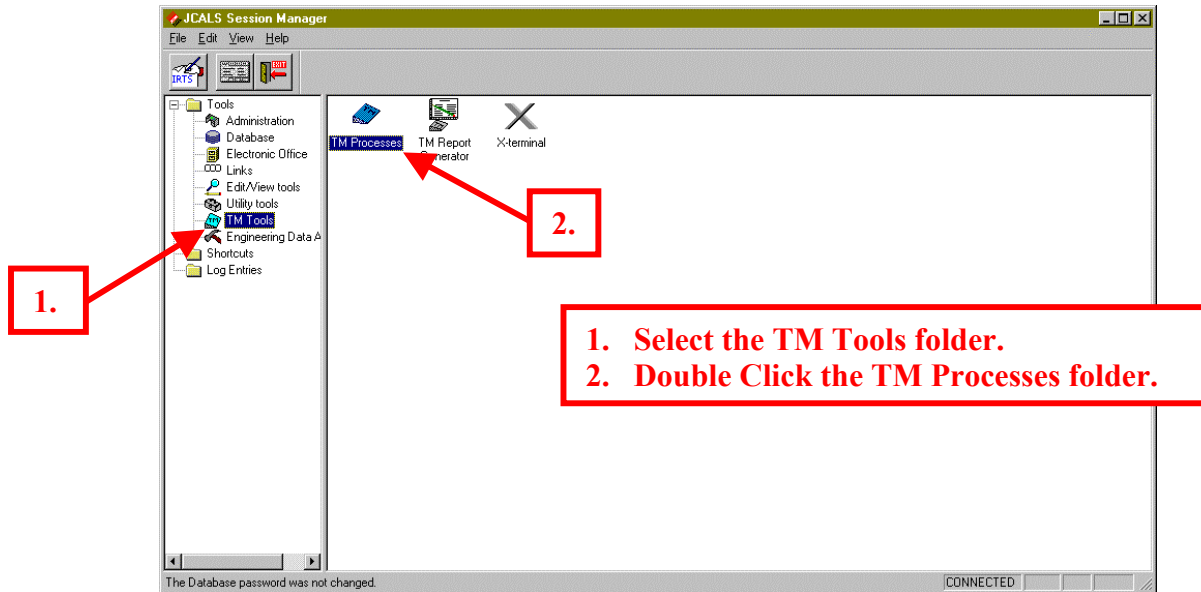


Figure 1

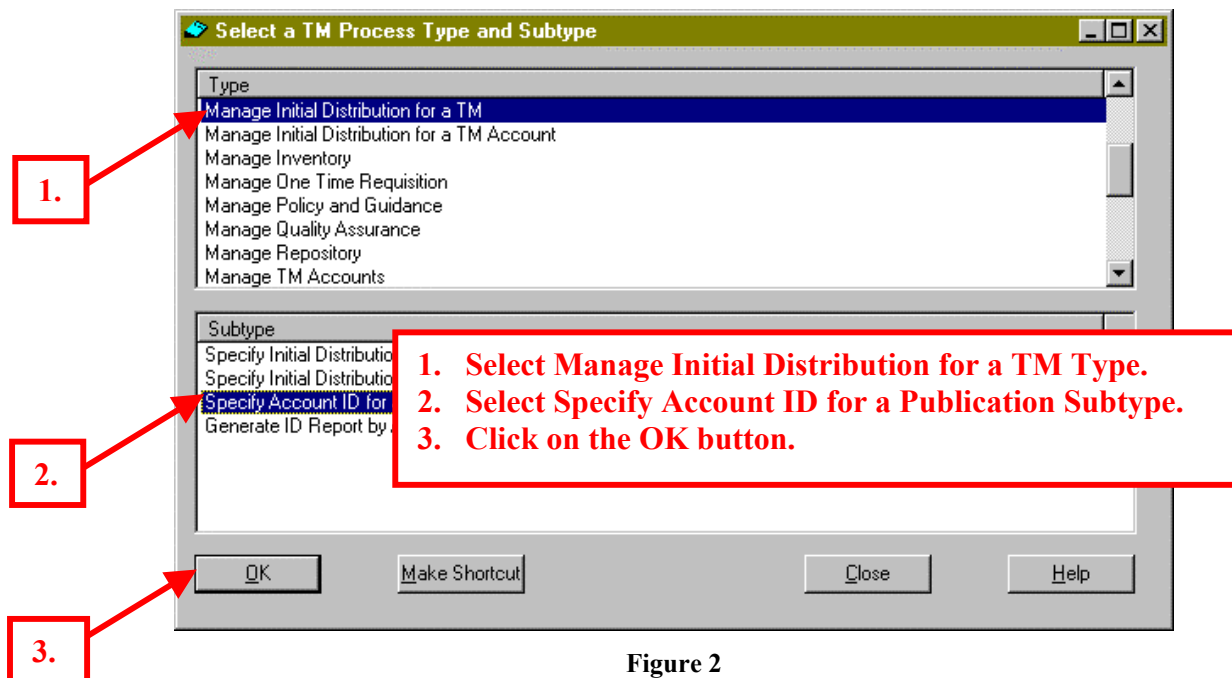


Figure 2

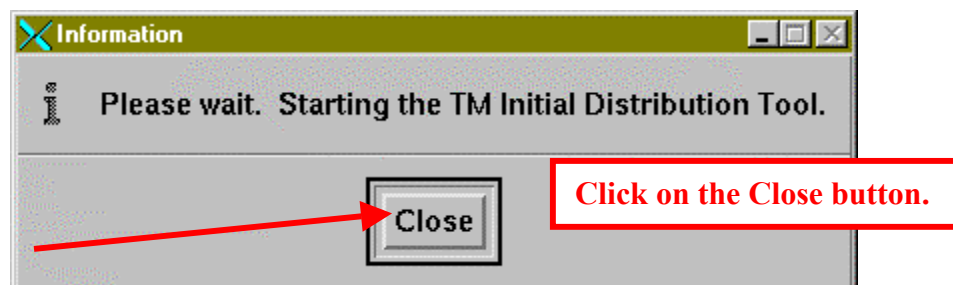


Figure 3

Specify Account ID for a Publication

Search Criteria

Requester: Thomas E. Turner

Submitter: Thomas E. Turner

Org. Identifier: 69EQ

Address Code:

Pub No.:

Pub Stock No.:

Initi

New ID Quantity:

Remarks

1.

2.

1. Fill in your Org. Identifier (TODO) number.

2. Click on the Address Code Choose button.

Figure 4

Choose Address Code

Address Source: ☒ JCALS ☐ DODAAC ☐ MAPAC

Address Code:

Results:

E*050G

1.

2.

3.

1. Click on the Choose button.

2. Select the Address Code.

3. Click on the OK button.

Figure 5

Specify Account ID for a Publication

Search Criteria

Requester: Thomas E. Turner

Submitter: Thomas E. Turner

1.

Address Code: E*050G

Pub No.:

Pub Stock No.:

OR

Apply Clear

Remarks

Save

Instructions:

1. The Org ID and Address Code fields are now populated.
2. Click on the Pub No. icon.

OR

3. Use the Direct fill capability by typing in the TO number in the Pub NO. field. NOTE: A wildcard (%) can not be used in this field.
4. If step 3 was used click on the Apply button and go to Figure 10.

Figure 6

Choose Publication

Search Criteria

Service: Air Force

Proponent ID:

Pub Stock No.:

Basic Pub Date:

Change No.:

Pub Title:

Short Title:

Publication Type:

Weapon System Code:

Weapon System Appl.:

Item Designator No.:

Subscription Form:

Pub Status: All

Media Code: All

Block:

Commercial Ind.: Yes No Either

Apply Clear

Results

Publication No. Pub

OK

Instructions:

1. If known fill in the Proponent ID, otherwise leave blank.
2. Type in the Publication No. Use a wildcard (%) to provide a more broad search for the Publication.
3. Click on the Pub Status: field and select All.
4. Click on the Apply button.

Figure 7

Choose Publication

Search Criteria

Service: Air Force Proponent ID: []

Pub Stock No.: [] Publication No.: 12p3-2alq135-4

Basic Pub Date: [] Revision No.: []

Change No.: [] Change Date: []

Pub Title: []

Short Title: []

Publication Type: []

Weapon System Code: [] TAMCN: []

Weapon System Appl. []

Item Designator No.: []

Subscription Form: []

1. Highlight the desired publication in the Results field.

2. Click on the OK button.

Apply Clear

Publication No.	Pub. Stock No.	Media Type	Pub. Date	Rev. No.	Change No.	Change Date	Publication
12P3-2ALQ135-4	12T002110000006	PAPER	31 AUG 1978				IPB COUNTERM

OK Set Privileges Cancel Help

Figure 8

Specify Account ID for a Publication

Search Criteria

Requester: Thomas E. Turner []

Submitter: Thomas E. Turner []

Org. Identifier: 69EQ []

1. Address Code: E*050G [] Choose

2. Pub No.: 12P3-2ALQ135-4 []

Pub Stock No.: 12T002110000006 []

Apply Clear

Initial Distribution Requirements

1. Note the Pub No. and Pub Stock No. fields are now filled.

2. Click on the Apply button.

Remarks

Save Close Help

Figure 9

The screenshot shows a software window titled "Specify Account ID for a Publication". It contains two main sections: "Search Criteria" and "Initial Distribution Requirements".

Search Criteria:

- Requester: Thomas E. Turner
- Submitter: Thomas E. Turner
- Org. Identifier: 69EQ
- Address Code: E*050G (with a "Choose" button)
- Pub No.: 12P3-2ALQ135-4
- Pub Stock No.: 12T002110000006

Buttons: "Apply" and "Clear".

Initial Distribution Requirements:

- Current ID Quantity: 0
- New ID Quantity: 746

Remarks: A text area for notes.

Buttons: "Save" at the bottom left.

Annotations:

- Red box "1." with an arrow pointing to the "Current ID Quantity" field.
- Red box "2." with an arrow pointing to the "New ID Quantity" field.
- Red box "3." with an arrow pointing to the "Save" button.

Instructional Text Box:

1. Note current ID Qty is now displayed
2. Enter a New ID Quantity as required.
3. Click on the Save button. If an E-Coded message is received for this TCTO Series Header go to Figure 13.

Figure 10

The screenshot shows an "Information" dialog box with the following text:

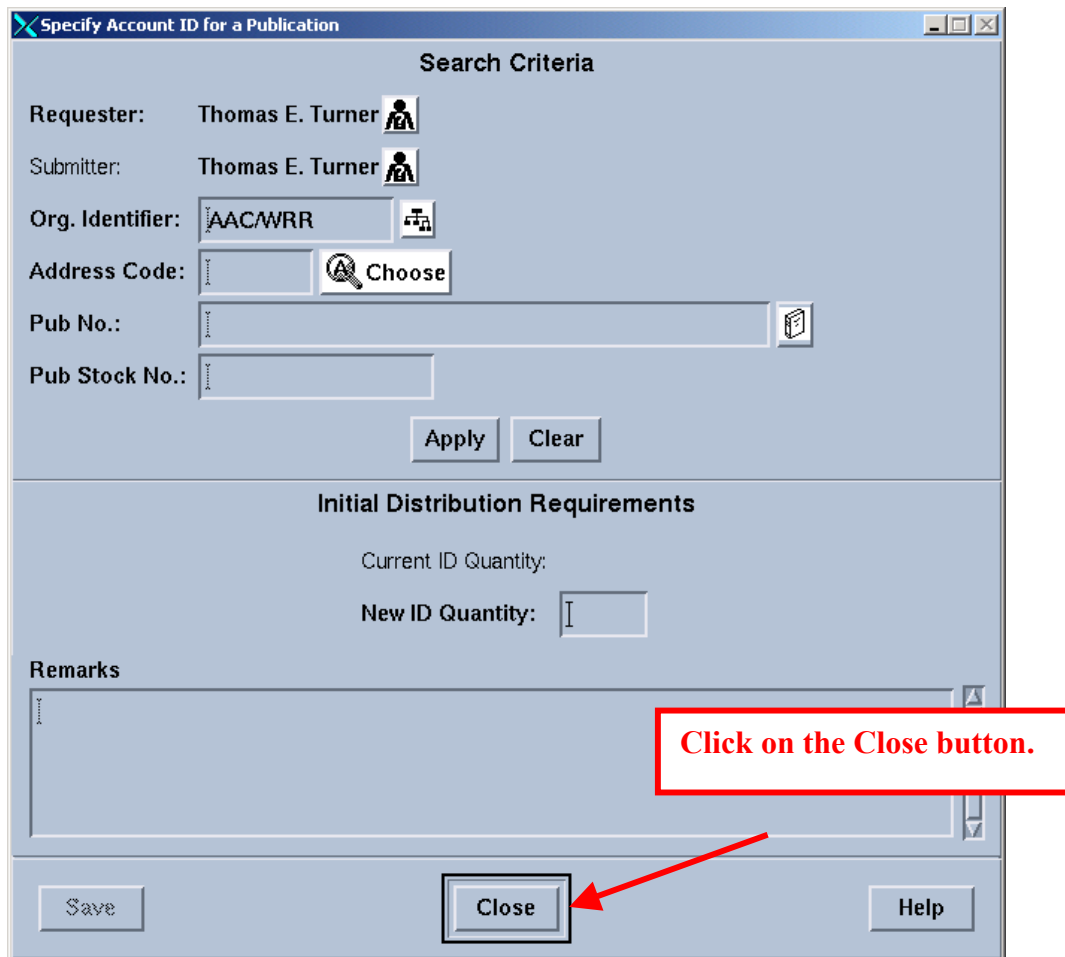
Initial distribution has been completed for this Publication.
Additional copies can be obtained through a One Time Requisition.

Buttons: "Close" at the bottom center.

Annotation:


- Red box with text "Click on the Close button." and an arrow pointing to the "Close" button.


Figure 11





Specify Account ID for a Publication


Search Criteria

Requester: Thomas E. Turner 

Submitter: Thomas E. Turner 

Org. Identifier: AAC/WRR 

Address Code:  Choose

Pub No.: 

Pub Stock No.:

Apply Clear

Initial Distribution Requirements

Current ID Quantity:

New ID Quantity:

Remarks

Save Close Help

Click on the Close button.

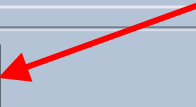
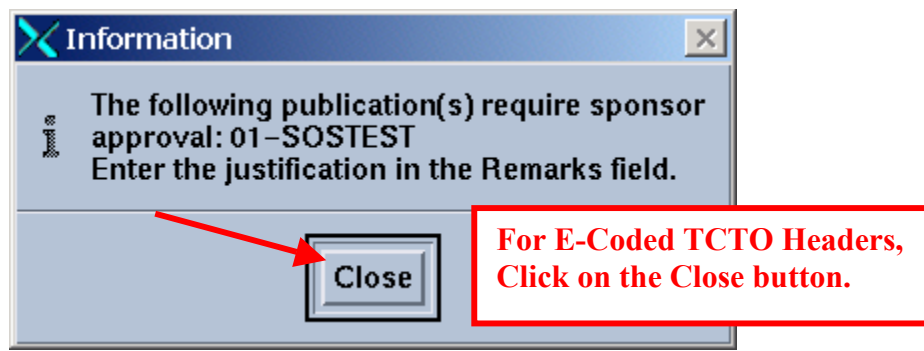


Figure 12



Information

The following publication(s) require sponsor approval: 01-SOSTEST
Enter the justification in the Remarks field.

Close

For E-Coded TCTO Headers, Click on the Close button.

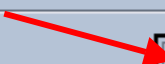


Figure 13

Specify Account ID for a Publication

Search Criteria

Requester: A test100

Submitter: A test100

Org. Identifier: 69EQ

Address Code: E*050G Choose

Pub No.: 01-SOSTEST

Pub Stock No.:

Apply Clear

New ID Quantity: 3

Remarks

This TCTO Series Header is mission essential

Save Close Help

1. Enter a justification in the Remarks field.
2. Click on the Save button.

1.

2.

Figure 14

Information

Initial distribution has been completed for this Publication.
Additional copies can be obtained through a One Time Requisition.


Close


Click on the Close button.


Figure 15


Specify Account ID for a Publication


Search Criteria

Requester: A test100 

Submitter: A test100 

Org. Identifier: EGLXTEST 

Address Code:  Choose

Pub No.: 

Pub Stock No.:

Apply Clear

Initial Distribution Requirements

Current ID Quantity:

New ID Quantity:

Remarks

Save Close Help

Click on the Close button.

Figure 16

RETURN TO INDEX

JCALs FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

11.1 SPECIAL INSTRUCTIONS FOR PLACING A TCTO SERIES HEADER ON ID

RETRUN TO INDEX

11. SPECIAL INSTRUCTIONS FOR PLACING A TCTO SERIES HEADER ON ID

The following Training Aid was developed to provide visual instructions for placing a TCTO Series Header on ID. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to place a TCTO Series Header on ID. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to placing a TCTO Series Header on ID.

3.10.6 SPECIFY ACCOUNT ID FOR A PUBLICATION

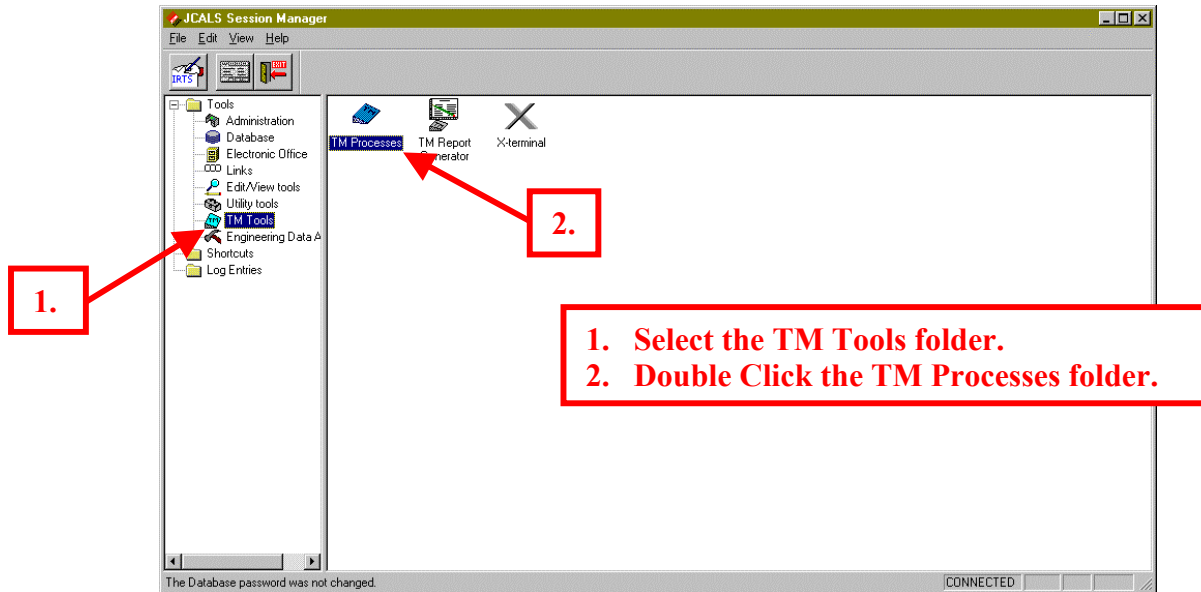


Figure 1

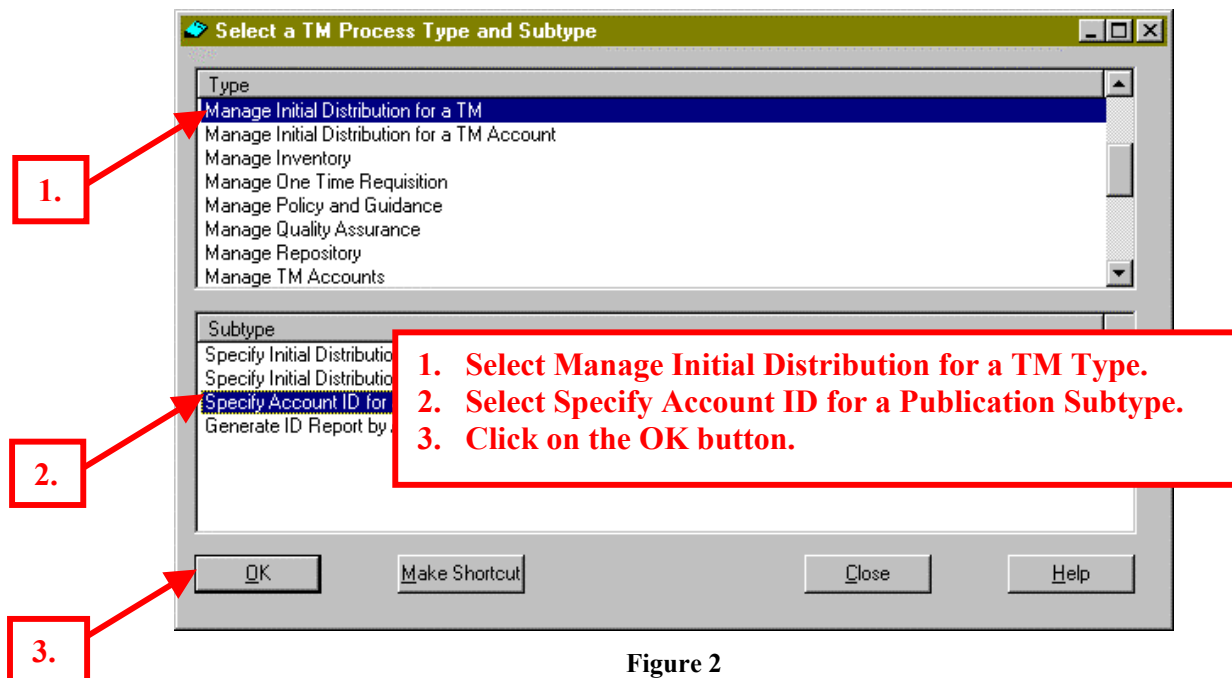


Figure 2

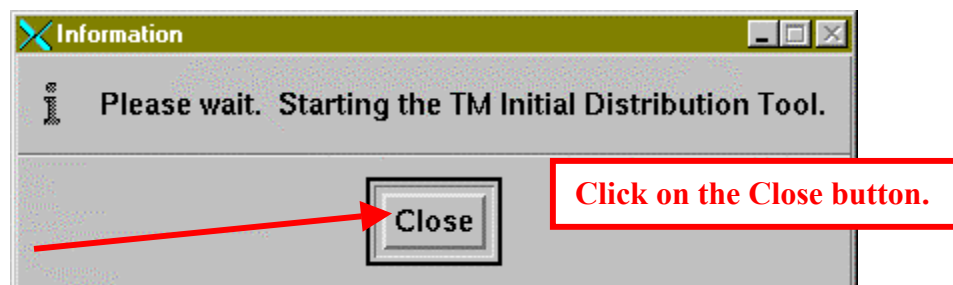


Figure 3

Specify Account ID for a Publication

Search Criteria

Requester: A test100

Submitter: A test100

Org. Identifier: 69EQ

Address Code: Choose

Pub No.:

Pub Stock No.:

Apply Clear

Remarks

Save Close Help

1. Fill in your Org. Identifier (TODO) number.
2. Click on the Address Code Choose button.

Figure 4

Choose Address Code

Address Source: JCALS DODAAC MAPAC

Address Code: Choose

Results:

E*050G

OK Cancel Help

1. Click on the Choose button.
2. Select the Address Code.
3. Click on the OK button.

Figure 5

Specify Account ID for a Publication

Search Criteria

Requester: A test100

Submitter: A test100

1. Identifier: 69EQ

Address Code: E*050G

Pub No.:

Pub Stock No.:

OR

Apply Clear

Remarks

Save Close Help

Instructions:

1. The Org ID and Address Code fields are now populated.
2. Click on the Pub No. icon.
3. Use the Direct fill capability by typing in the TCTO Series Header in the Pub NO. field. NOTE: A wildcard (%) can not be used in this field.
4. If step 3 was used click on the Apply button and go to Figure 10.

Figure 6

Choose Publication

Search Criteria

Service: Air Force

Proponent ID:

2. Publication No.: 1F-16CG%

Revision No.:

Date:

Pub Title:

Short Title:

Publication Type:

Weapon System Code:

Weapon System Appl.:

Item Designator No.:

Subscription Form:

Pub Status: All

Media Code: All

Block:

Commercial Ind.: Yes No Either

Apply Clear

Results

Publication No. Pub

OK

Instructions:

1. If known fill in the Proponent ID, otherwise leave blank.
2. Type in the Publication Series No. followed with a (%).
3. Click on the Pub Status: field and select All.
4. Click on the Apply button.

Figure 7

Choose Publication

Search Criteria

Service: Air Force

Proponent ID: []

Pub Stock No.: []

Publication No.: 1F-16CG%

Basic Pub Date: []

Revision No.: []

Change No.: []

Change Date: []

Pub Title: []

Short Title: []

Publication Type: []

Weapon System Code: []

Weapon System Appl.: []

Item Designator No.: []

Subscription Form: []

1. Highlight the TCTO Series Header in the Results field. Remember, a TCTO Series Header will not have a Pub. Stock No..

2. Click on the OK button.

Apply Clear

Publication No.	Pub. Stock No.	Media Type	Pub. Date	Rev. No.	Change No.	Change Date	Pub. I
1F-16CG							
1F-16CG-01	01T031001000006	PAPER	06 JUN 1988				LIS
1F-16CG-06	01T031002000006	PAPER	14 NOV 1988				AIF
1F-16CG-06-11	01T031003000006	PAPER	25 JUL 1988				WOF

OK Cancel Help

Figure 8

Specify Account ID for a Publication

Search Criteria

Requester: A test100

Submitter: A test100

Org. Identifier: 69EQ

Address Code: E*050G Choose

1. Note the Pub No. field is now filled. The Pub Stock No. field will always be blank for TCTO Series Headers.

2. Click on the Apply button.

Pub No.: 1F-16CG

Pub Stock No.: []

Apply Clear

Initial Distribution Requirements

Remarks

Save Close Help

Figure 9

The screenshot shows a software window titled "Specify Account ID for a Publication". It contains several input fields and buttons. Red boxes with numbers 1, 2, and 3 point to specific elements: box 1 points to the "Current ID Quantity" field showing "0"; box 2 points to the "New ID Quantity" field showing "10"; and box 3 points to the "Save" button at the bottom left. A large red-bordered box on the right contains a list of instructions.

Specify Account ID for a Publication

Search Criteria

Requester: A test100 [User Icon]
Submitter: A test100 [User Icon]
Org. Identifier: 69EQ [Tree Icon]
Address Code: E*050G [Magnifying Glass Icon] Choose
Pub No.: 1F-16CG [Book Icon]
Pub Stock No.: [Empty Field]

Apply Clear

Initial Distribution Requirements

Current ID Quantity: 0
New ID Quantity: 10

Remarks

Save

1. Note current ID Qty is now displayed
2. Enter a New ID Quantity as required.
3. Click on the Save button. If an E-Coded message is received for this TCTO Series Header go to Figure 13.

Figure 10

The screenshot shows an "Information" dialog box with a message and a "Close" button. A red arrow points from a text box to the "Close" button.

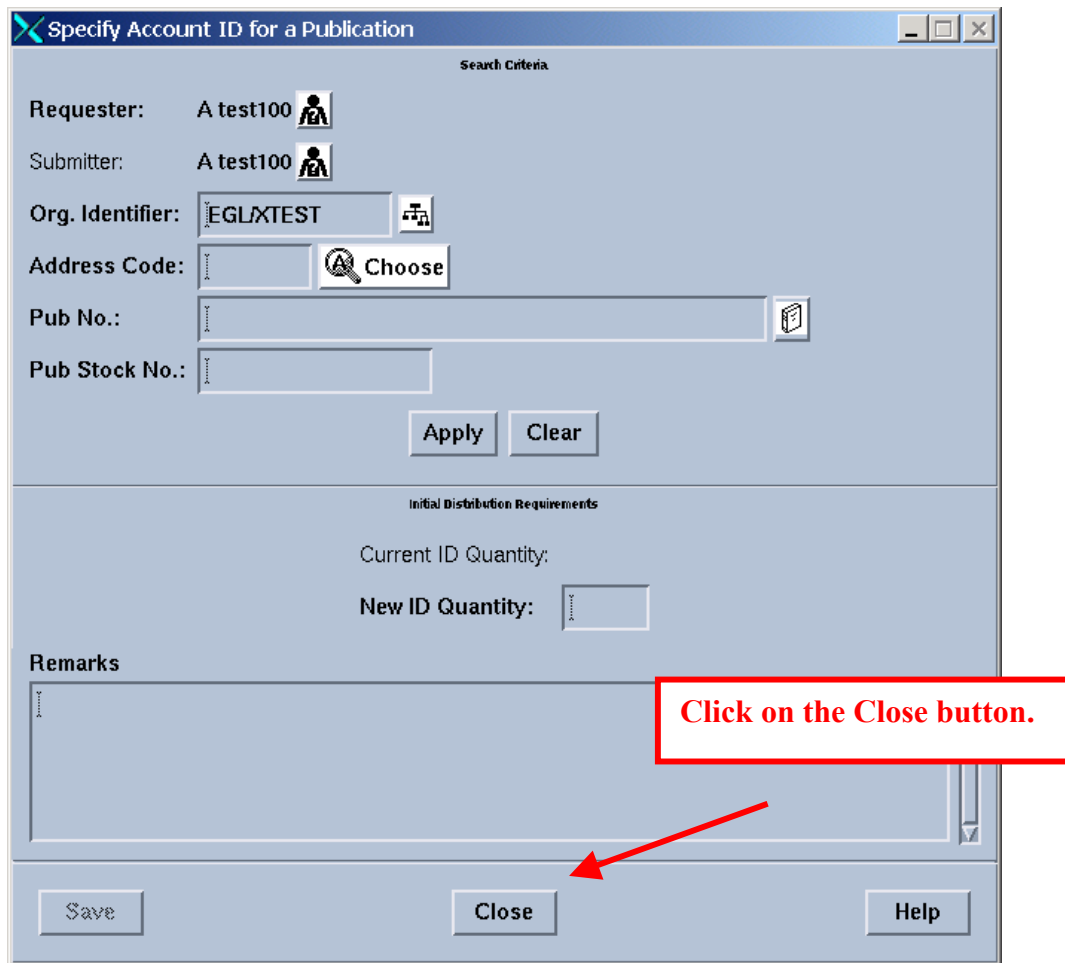
Information

i Initial distribution has been completed for this Publication.
Additional copies can be obtained through a One Time Requisition.

Close


Click on the Close button.


Figure 11






Specify Account ID for a Publication



Search Criteria


Requester: A test100 

Submitter: A test100 

Org. Identifier: EGLXTEST 

Address Code:   Choose


Pub No.:  

Pub Stock No.: 

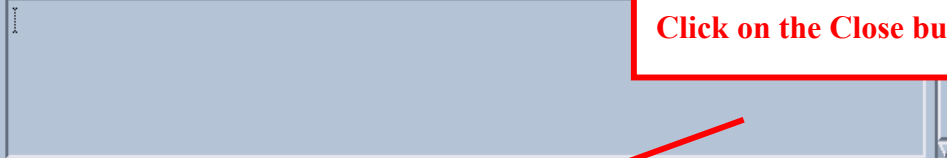
Apply Clear

Initial Distribution Requirements

Current ID Quantity:

New ID Quantity: 

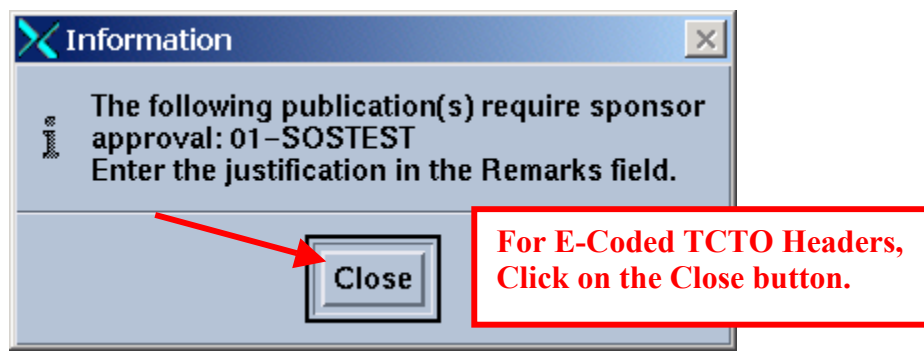
Remarks



Save Close Help

Click on the Close button.

Figure 12



Information

The following publication(s) require sponsor approval: 01-SOSTEST
Enter the justification in the Remarks field.

Close

For E-Coded TCTO Headers, Click on the Close button.

Figure 13

Specify Account ID for a Publication

Search Criteria

Requester: A test100

Submitter: A test100

Org. Identifier: 69EQ

Address Code: E*050G Choose

Pub No.: 01-SOSTEST

Pub Stock No.:

Apply Clear

New ID Quantity: 3

Remarks

This TCTO Series Header is mission essential

Save Close Help

1. Enter a justification in the Remarks field.
2. Click on the Save button.

1.

2.

Figure 14

Information

Initial distribution has been completed for this Publication.
Additional copies can be obtained through a One Time Requisition.


Close


Click on the Close button.


Figure 15


Specify Account ID for a Publication


Search Criteria

Requester: A test100 

Submitter: A test100 

Org. Identifier: EGLXTEST 

Address Code:  Choose

Pub No.: 

Pub Stock No.:

Apply Clear

Initial Distribution Requirements

Current ID Quantity:

New ID Quantity:

Remarks

Save Close Help

Click on the Close button.

Figure 16

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JCALs FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

12. SPECIFY INITIAL DISTRIBUTION REQUIREMENTS FOR A TM ACCOUNT

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12. SPECIFY INITIAL DISTRIBUTION REQUIREMENTS FOR A TM ACCOUNT

The following Training Aid was developed to provide visual instructions to perform the Specify Initial Distribution Requirements for a TM Account function. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to perform the specify initial distribution requirements for a TM account. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to Specify Initial Distribution Requirements for a TM Account.

3.10.1 SPECIFY INITIAL DISTRIBUTION REQUIREMENTS FOR A TM ACCOUNT

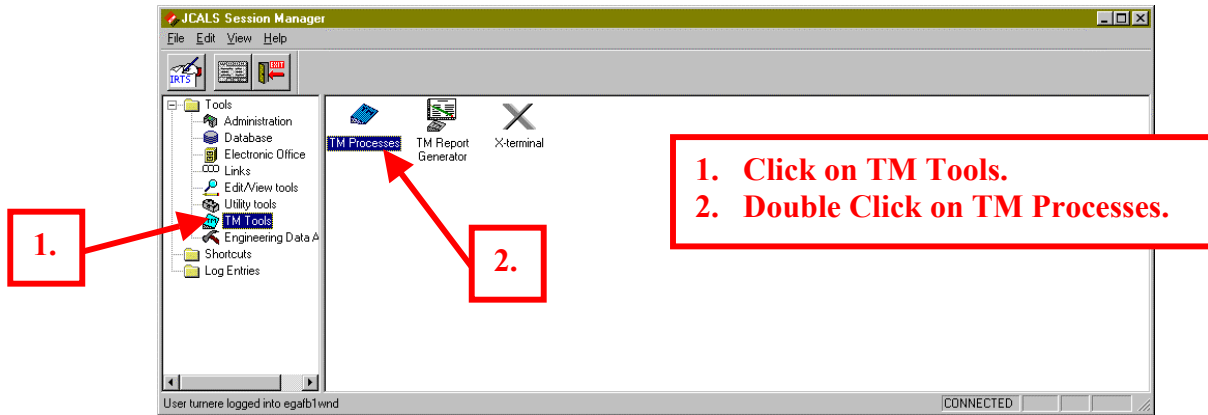


Figure 1

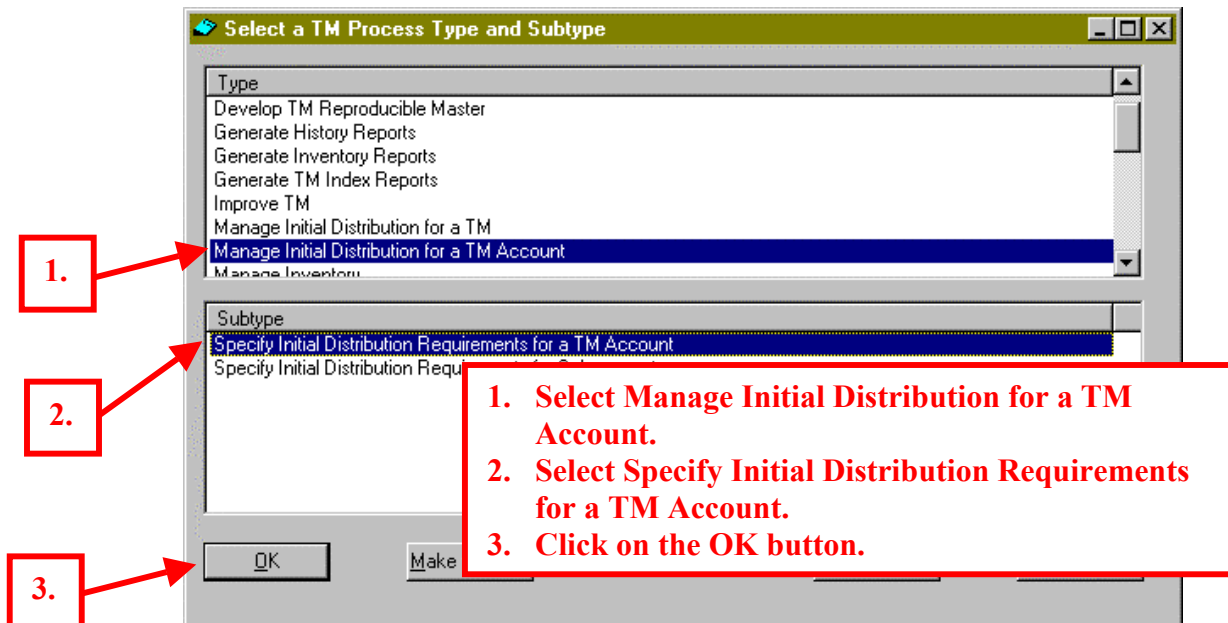


Figure 2

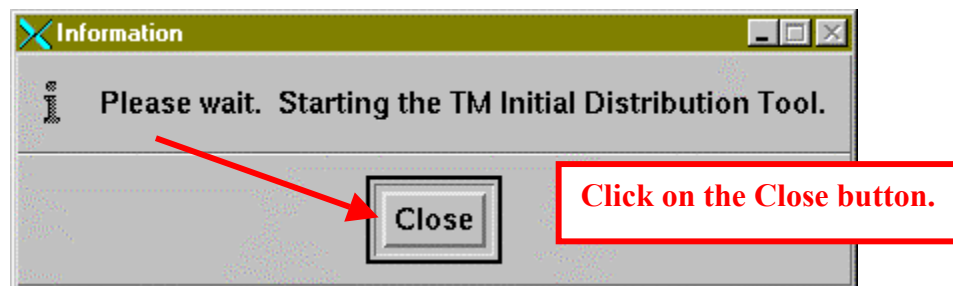


Figure 3

Specify Initial Distribution Requirements for a TM Account

Org. Identifier:

Address Code:

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty	Or
<input type="button" value="Add Pub"/>				

Pub No.: Change Quantity To: Pub Stock No.:

REMARKS

1. Fill in the Org. Identifier.
 2. Click on the Address Code Choose button.

Figure 4

Choose Address Code

Address Source: ☒ JCALS ☐ DODAAC ☐ MAPAC

Address Code:

Results:

1. Click on the Choose button.
 2. Select the Address Code.
 3. Click on the OK button.

Figure 5

1. The Org Identifier and Address Code fields are now populated.

2. Click on the Apply button.

Figure 6

Warning notice. This report WILL take time to complete. The length of time is dependent upon the number of publications on initial distribution. Click on the Yes button to proceed.

Figure 7

Specify Initial Distribution Requirements for a TM Account

Org. Identifier: 69EQ Address Code: E*050G

Apply Clear

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty	Orde
0-1-02	00T0002380000M	1	0	
0-1-1-1	00T0003380000M	1	0	
0-1-1-2	00T0004340000M	1	0	
0-1-1-3	00T0005340000M	1	0	
0-1-1-4	00T0006260000M	1	0	
0-1-12	00T0010460000M	1	0	
0-1-13	00T0011300000M	1	0	

Add Pub Delete Pub Req Increase

Add Update

Pub No.: Change Quantity To: Pub Stock No.:

REMARKS

Several TM actions may be accomplished from this screen.

1. Publications can be added to the account.
2. Publications can be deleted from the account.
3. The quantities for publications added to the account or those that are currently on ID can be increased or decreased.

Figure 8

Specify Initial Distribution Requirements for a TM Account

Org. Identifier: 69EQ Address Code: E*050G

Apply Clear

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty	Orde
0-1-02	00T0002380000M	1	0	
0-1-1-1	00T0003380000M	1	0	
0-1-1-2	00T0004340000M	1	0	
0-1-1-3	00T0005340000M	1	0	
0-1-1-4	00T0006260000M	1	0	
0-1-12	00T0010460000M	1	0	
0-1-13	00T0011300000M	1	0	

Add Pub Delete Pub Req Increase

Add Update

Pub No.: Change Quantity To: Pub Stock No.:

To add a publication click on the Add Pub button.

Save Print Close Help

Figure 9

Choose Publication

Search Criteria

Service: Air Force

Proponent ID: [Field]

Publication No.: 11k31-2-7

Revision No.: [Field]

Change Date: [Field]

Pub Stock No.: [Field]

Basic Pub Date: [Field]

Change No.: [Field]

Pub Title: [Field]

Short Title: [Field]

Publication Type: [Field]

Weapon System Code: [Field]

Weapon System Appl.: [Field]

Item Designator No.: [Field]

Subscription Form: [Field]

Pub Status: All

Media Code: All

Block: [Field]

TAMCN: [Field]

Commercial Ind.: Yes No Either

Apply Clear

Results

1. If the Proponent ID is not known double click on the Proponent ID field and delete the contents.
2. Fill in the Publication No. field with the publication to be added.
3. Click on the Pub Status button and select All from the pull-down menu.
4. Click on the Apply button.

Figure 10

Choose Publication

Search Criteria

Service: Air Force

Proponent ID: [Field]

Publication No.: 12p3-2alq135-4

Revision No.: [Field]

Change Date: [Field]

Pub Stock No.: [Field]

Basic Pub Date: [Field]

Change No.: [Field]

Pub Title: [Field]

Short Title: [Field]

Publication Type: [Field]

Weapon System Code: [Field]

Weapon System Appl.: [Field]

Item Designator No.: [Field]

Subscription Form: [Field]

Pub Status: All

Media Code: All

Block: [Field]

TAMCN: [Field]

Commercial Ind.: Yes No Either

Apply Clear

Results

Publication	Pub. Stock No.	Media Type	Pub. Date	Rev. No.	Change No.	Change Date	Publication
12P3-2ALQ135-4	12T002110000006	PAPER	31 AUG 1978				IPB COUNTERM

OK Cancel Help

Figure 11

Specify Initial Distribution Requirements for a TM Account

Org. Identifier: 69EQ Address Code: E*050G

Apply Clear

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty	Orde
1-1A-1	T000064000006	1	0	
1-1A-8	T000072000006	2	0	
11K31-2-7	T005425000006	1	0	
11N-TRV494-2	11T007316000006	1	0	
12P3-2ALQ135-4	12T002110000006	0	0	
21M-MQM107E-1	21T003824000006	1	0	
21M-MQM107E-2-1-1	21T003825000006	1	0	

Add Pub
Delete Pub
Req Increase

Add Update

Pub No.: Change Quantity To: 1 Pub Stock No.:

REMARKS

Save Print

1. Select the added publication.
2. Enter the required quantity in the Change Quantity To field.
3. Click on the Update button.

Figure 12

Specify Initial Distribution Requirements for a TM Account

Org. Identifier: 69EQ Address Code: E*050G

Apply Clear

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty	Orde
1-1A-1	01T000064000006	1	0	
1-1A-8	01T000072000006	2	0	
11K31-2-7	11T005425000006	1	0	
11N-TRV494-2	11T007316000006	1	0	
12P3-2ALQ135-4	12T002110000006	1	1	
21M-MQM107E-1	21T003824000006	1	0	
21M-MQM107E-2-1-1	21T003825000006	1	0	

Add Pub
Delete Pub
Req Increase

Add Update

Pub No.: Change Quantity To: Pub Stock No.:

REMARKS

Save Print Close Help

Note the change in ID Qty and Chg. In Qty.

Figure 13

Specify Initial Distribution Requirements for a TM Account

Org. Identifier: 69EQ Address Code: E*050G

Apply Clear

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty	Orde
1-1A-1	01T000064000006	1	0	
1-1A-8	01T000072000006	2	0	
11K31-2-7	11T005425000006	1	0	
11N-TRV494-2	11T007316000006	1	0	
12P3-2ALQ135-4	12T002110000006	1	1	Y
21M-MQM107E-1	21T003824000006	1	0	
21M-MQM107E-2-1-1	21T003825000006	1	0	

Add Pub
Delete Pub
Req Increase

Add Update

Pub No.: Change Quantity To: Pub Stock No.:

REMARKS

Save Print Close Help

The "Requisition Increase" function is NOT available now.

Figure 14

Specify Initial Distribution Requirements for a TM Account

Org. Identifier: 69EQ Address Code: E*050G

Apply Clear

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty	Orde
1-1A-1	01T000064000006	1	0	
1-1A-8	01T000072000006	2	0	
11K31-2-7	11T005425000006	1	0	
11N-TRV494-2	11T007316000006	1	0	
12P3-2ALQ135-4	12T002110000006	1	1	
21M-MQM107E-1	21T003824000006	1	0	
21M-MQM107E-2-1-1	21T003825000006	1	0	

Add Pub
Delete Pub
Req Increase

Add Update

Pub No.: Change Quantity To: Pub Stock No.:

Save Print Close Help

1. To delete a publication highlight the pub.
2. Click on the Delete Pub button. The pub will be removed from the Initial Distribution Requirements field.

Figure 15

Specify Initial Distribution Requirements for a TM Account

Org. Identifier: 69EQ Address Code: E*050G

Apply Clear

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty	Or
0-1-01	00T0000000000M	2	1	
0-1-02	00T0002380000M	1	0	
0-1-1-1	00T0003380000M	1	0	
0-1-1-2	00T0004340000M	1	0	
0-1-1-3	00T0005340000M	1	0	
0-1-1-4	00T0006260000M	1	0	
0-1-12	00T0010460000M	1	0	

Add Pub
Delete Pub
Req Increase

REMARKS

Save Print Close Help

When all actions have been completed click on the Save button.

Figure 16

Specify Initial Distribution Requirements for a TM Account

Org. Identifier: 69EQ Address Code: E*050G

Apply Clear

Initial Distribution Requirements

Publication No.	Pub Stock No.	ID Qty.	Chg. In Qty
-----------------	---------------	---------	-------------

Add Pub
Delete Pub
Req Increase

Change Quantity To:

REMARKS

Save Print Close Help

Click on Close to return to the Session Manager screen.

Figure 17

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JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

13. VIEW AN INDEX ENTRY

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13. VIEW AN INDEX ENTRY

The following Training Aid was developed to provide visual instructions for View an Index Entry. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to View an Index Entry. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to View an Index Entry.

3.9.1 VIEW INDEX ENTRY

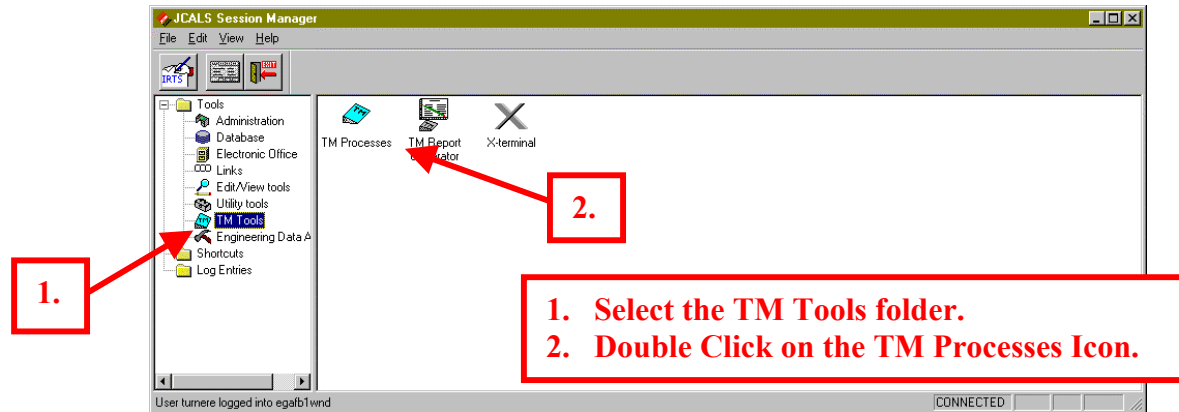


Figure 1

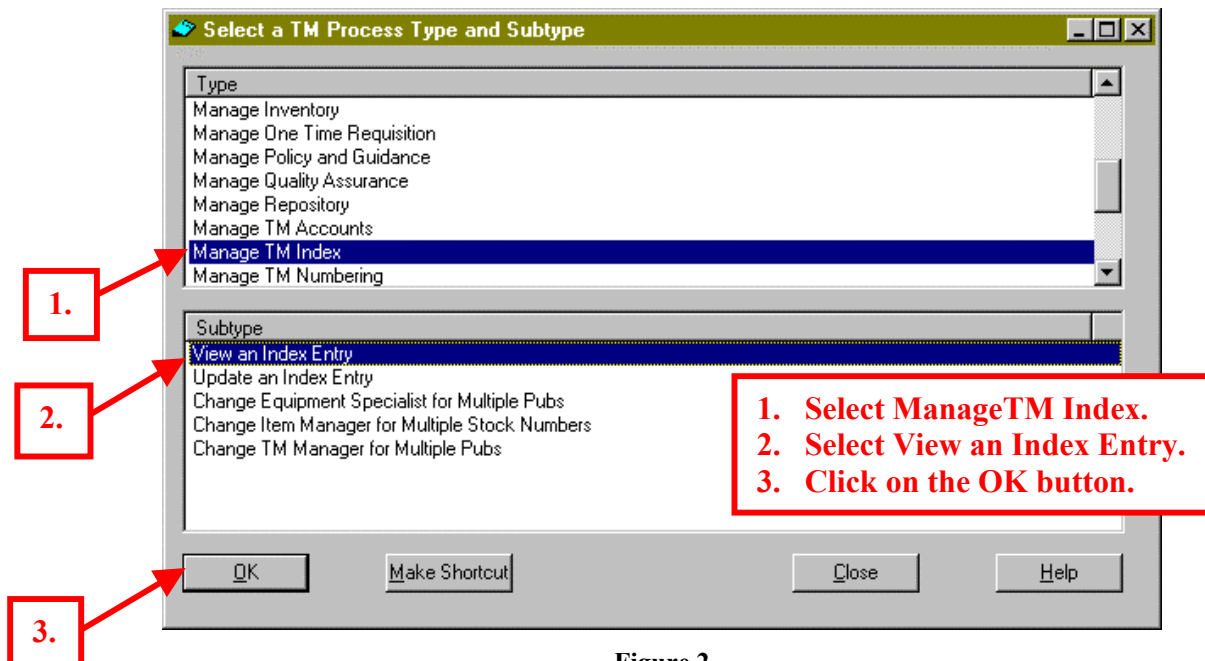


Figure 2

Choose Publication

Search Criteria

Publication No.: 00-5-2

Pub Stock No.:

Basic Pub Date: =

Change No.:

Pub Title:

Short Title:

Publication Type:

Web Form Code:

Web Form Appl.:

Item Designator No.:

Subscription Form:

Proponent ID:

Service: Air Force

Revision No.:

Change Date: =

Apply

Results

Publication No.	Pub. Stock No.	Media Type	Pub. Date	Rev. No.	Change No.
00-5-2	001005408000...	DIGITAL ON-LINE	01 Apr 2001	018	

OK Cancel Help

1. Delete the default Proponent ID.
 2. Type in the Publication No.
 3. Click on the Apply button.
 4. Click on the desired publication.
 5. Click on the OK button.

Figure 3

View Publication, Management and Stock Data

File Options Help

Pub No.: 00-5-2

Proponent ID: OC-TILDT

Service: Air Force

Workfolder Name:

Issue Date: 01 Apr 2001

Pub Status Date: 01 Apr 2001

Pub Status Code: ACTIVE

Change No.:

Revision No.: 018

Publication Info Issue Data Management Info Management Dates Multiple Items to Pub Assoc. Pub Stock Data

Pub Title: TECHNICAL ORDER DISTRIBUTION SYS

Short Title:

Publication Type: General TOs

Auth. Agency:

Responsible Org: OC-TILDT

Prop/Wrtg Gp.:

Mil-Specs:

Pub Title Security: UNCLASSIFIED

Pub Security: UNCLASSIFIED

TAMCN:

ID No.:

Date Rescinded:

Sponsor Code:

Associated Supplements:

Pub No.	Issue Date	Pub Stock No.

Associated Changes:

Pub No.	Issue Date	Pub Stock No.

View the Publication Info.

Figure 4

View Publication, Management and Stock Data

File Options Help

Pub No.: 00-5-2 Issue Date: 01 Apr 2001

Proponent ID: OC-TILDT Change No.: Pub Status Date: 01 Apr 2001

Service: Air Force Revision No.: 018 Pub Status Code: ACTIVE

Workfolder Name:

Publication Info Issue Data Management Info Management Dates Multiple Items

Maintenance Level:

AMIM No.: Commercial Indicator: No

Subscription Form: Preliminary Publication: No

Block: Available for Distribution: No

CAGE: Available for Published Index: Yes

Interim Code: No Available for DOD Only: No

Retained For:

Critical Item Code:

Remark 1:

Remark 2:

Remark 3:

Remark 4:

Footnote:

Remark 5 (Footnote URL):

Catalog Note:
Web site is:
<http://www.pds.m.wpa.af.mil/top/rac/to-syste.htm>

View the Issue Data.

Figure 5

View Publication, Management and Stock Data

File Options Help

Pub No.: 00-5-2 Issue Date: 01 Apr 2001

Proponent ID: OC-TILDT Change No.: Pub Status Date: 01 Apr 2001

Service: Air Force Revision No.: 018 Pub Status Code: ACTIVE

Workfolder Name:

Publication Info Issue Data Management Info Management Dates Multiple Items to Pub Assoc. Pub Stock Data

Publication Proponent Information:

TM Manager: Jerry Harrison Manager Org.:

Pub Control Officer:

Equipment Specialist: Jerry Harrison

Manual Control Information:

Special Identifier:

Republishing Frequency:

RCM Logic Applied:

OSHA Review Required:

Publication Characteristics:

MAC Indicator: No Volume Number:

Project Number: TCTO Data Code:

1.

2.

- 1. View the Management Info.**
- 2. Click on the profile to obtain information on a TM Manager or Equipment Specialist.**

Figure 6

View Personnel

Search Criteria

Data System: JCALS Site: EGAFB

Service / Agency: Air Force External Site:

Org. Identifier: Last Name:

Org. Name:

Person Lists Apply Clear

Results

Description

1. Highlight the name.
2. Click on the View button.

2.

View Edit Person List

Selected

Description

1. Harrison Jerry (jharriso)

Customize Close Help

Figure 7

View Person

Last Name: Harrison Service: Air Force

First Name: Jerry Site: OALC

Middle Initial:

Login: jharriso Org. Identifier: OC-TILDT-TECHNICAL

E-Mail: jerry.harrison@tinker.af.mil Web Socket Address:

Assigned Organizations and Roles

Assigned Roles

1.

TM Manager
Reference Library Manager
General User
Funds Account Manager
Distribution Manager

1. View information.
2. Click on the Close button.

Phone Numbers

	Area Code	Number	Extension	Country Code	
Phone:	405	736	3779		DSN Phone: 3363779
Fax:	405	736	3305		DSN Fax: 3363305

2.

Close Help

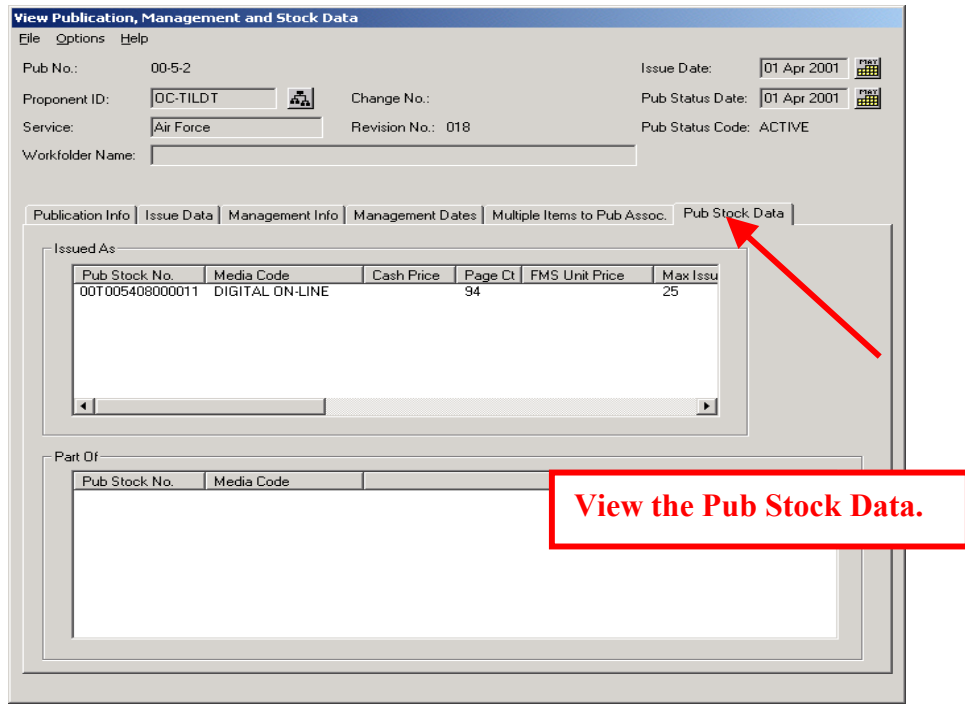


Figure 8

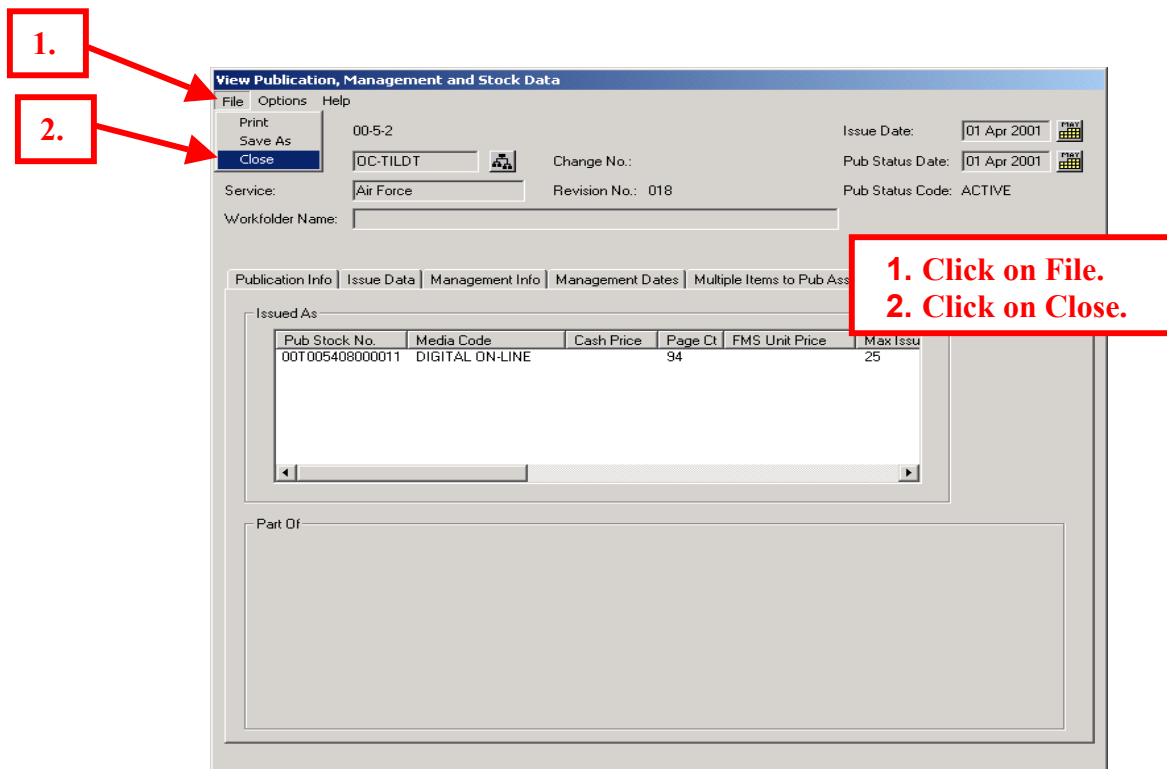


Figure 9

RETURN TO INDEX

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EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

JCALs FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

14. SEARCHING THE REFERENCE LIBRARY

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14. SEARCHING THE REFERENCE LIBRARY

The following Training Aid was developed to provide visual instructions for Searching the Reference Library. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to Searching the Reference Library. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to Searching the Reference Library.

2.7.1 SEARCH REFERENCE LIBRARY

♦ **AVERAGE RESPONSE TIME FOR THIS PROCEDURE WITH THE PROPONENT SPECIFIED IS 30 SECONDS. RESPONSE TIME WITHOUT SPECIFYING THE PROPONENT MAY EXCEED YOUR LIFE EXPECTANCY.**

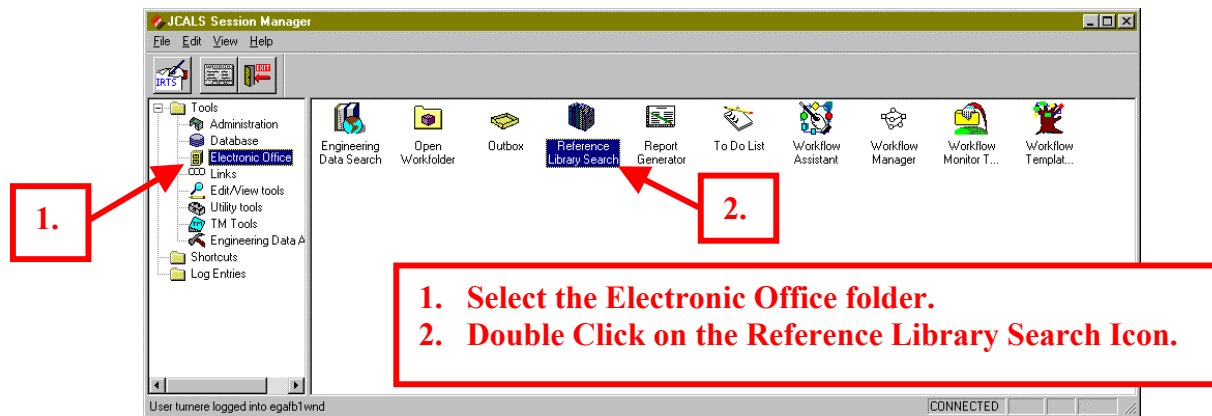


Figure 1

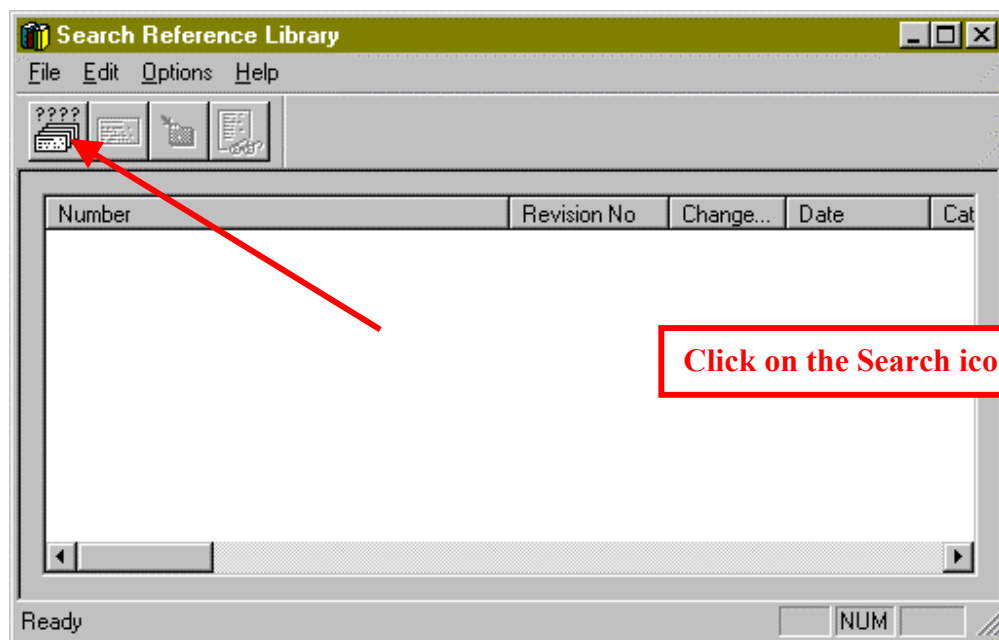


Figure 2

Specify Criteria for Reference Library Search

Standard | Project Info | Full Text Search

Number: 11k31-2-7

Revision No:

Change No:

Date: =

Category: Air Force Technical Publications

Subcategory: Unspecified

Title:

Org Identifier:

Service - Agency: Unspecified

Doc CAGE:

Doc Security:

Title Security: Unspecified

Status: Unspecified

Customize Clear Save As Template Prefill from Template

OK Cancel Help

1. Type in the Tech Order number in the Number: field.

2. Click on the Org Identifier chooser icon.

Figure 3

Choose Organization

Search Criteria

Data System: JCALS Site: 00ALC

Service / Agency: Air Force External Site:

Org. Identifier: 00-wmd Last Name:

Org. Name:

Apply Clear

View Add Delete

Selected

Description

OK Customize Cancel Help

1. Click on the Clear button

2. Select the Site for this TO from the pull-down menu. NOTE: If unknown use the JCALS Process "Who is the TO Manager" function to find the appropriate Site and Org. Identifier.

3. Type in the Org. Identifier code.

4. Click on the Apply button.

Figure 4

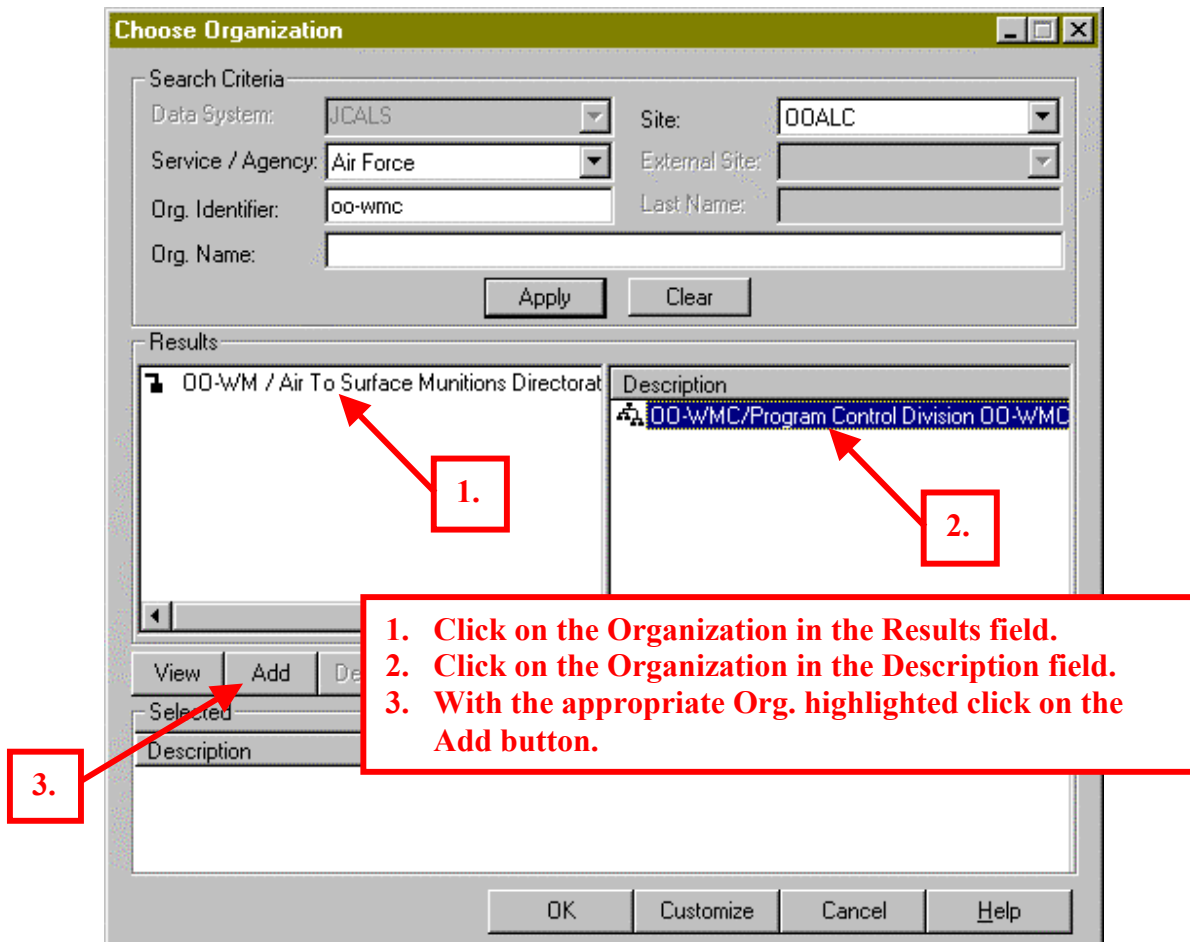


Figure 5

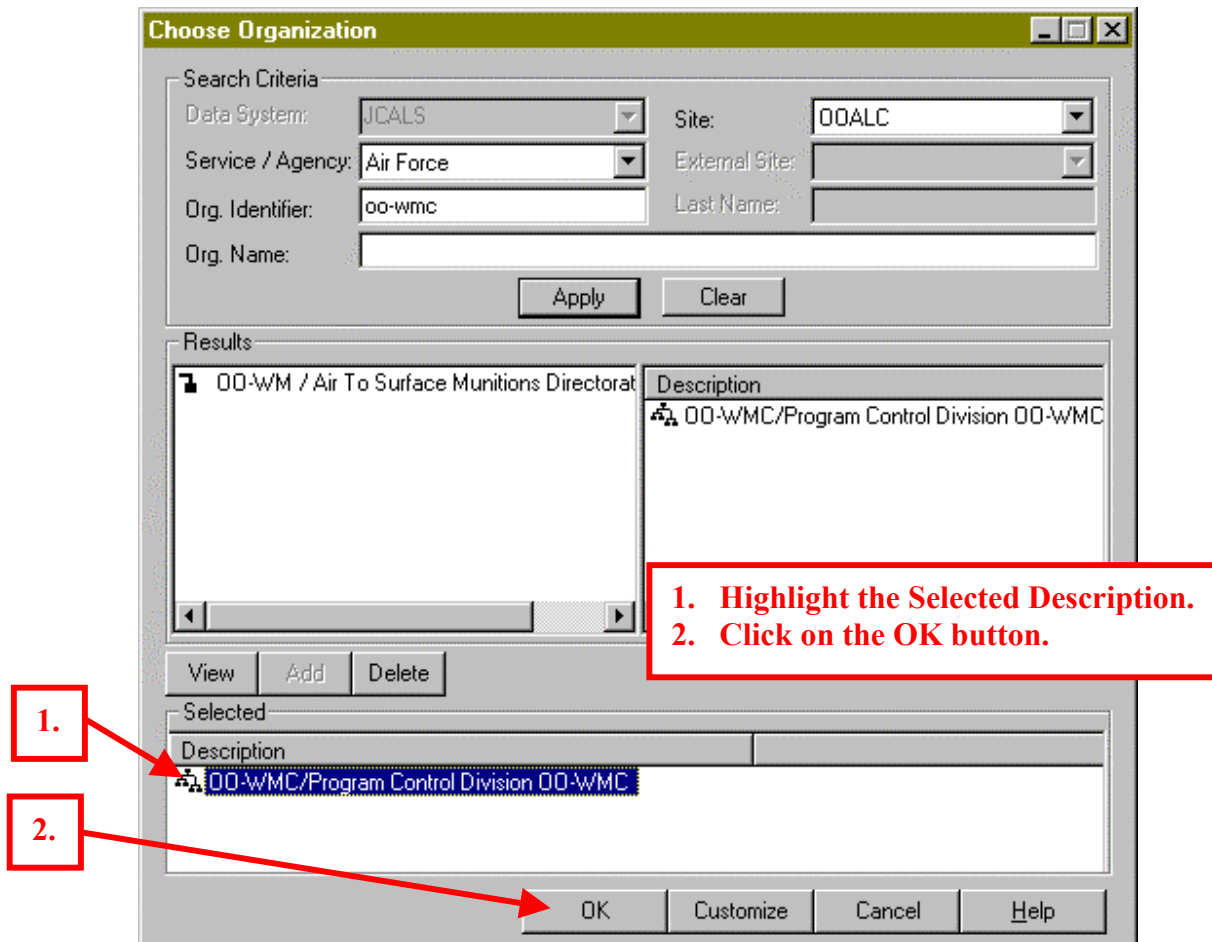


Figure 6

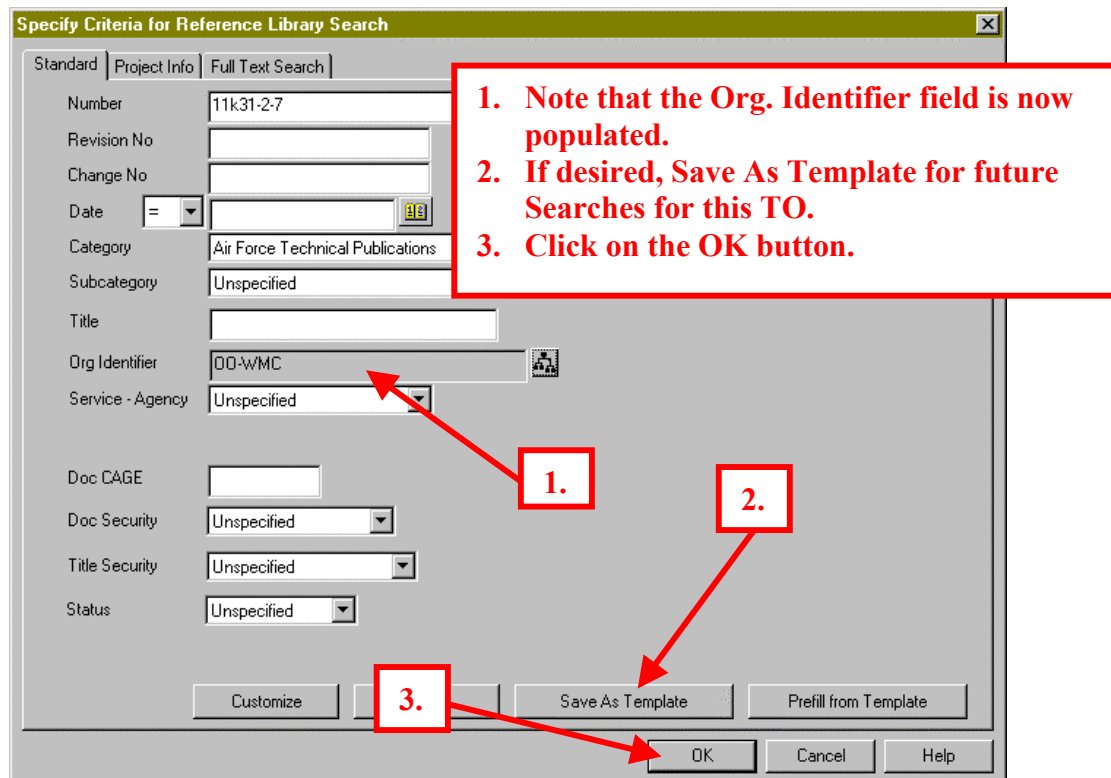
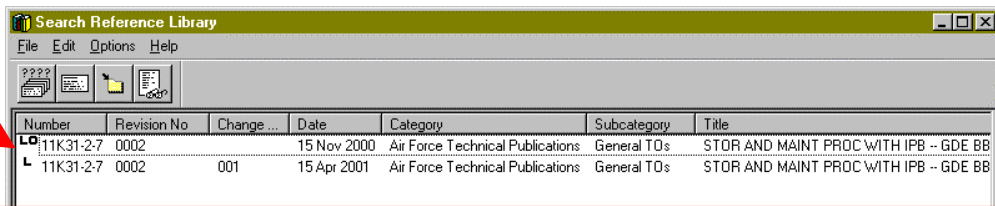


Figure 7

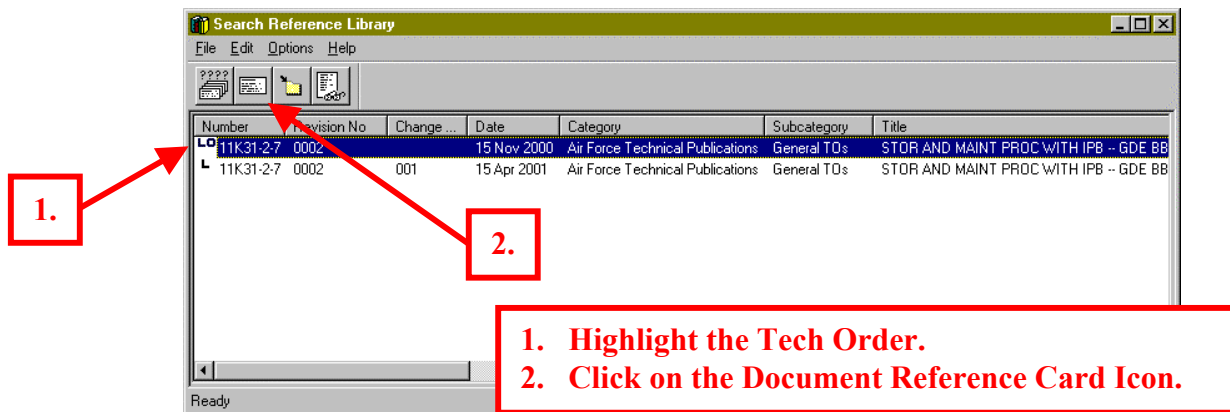


Number	Revision No	Change ...	Date	Category	Subcategory	Title
LO 11K31-2-7	0002		15 Nov 2000	Air Force Technical Publications	General TOs	STOR AND MAINT PROC WITH IPB -- GDE BB
L 11K31-2-7	0002	001	15 Apr 2001	Air Force Technical Publications	General TOs	STOR AND MAINT PROC WITH IPB -- GDE BB

NOTE: The viewer will note that the bold LO (Latest/Official) indicates that this is the most current copy of this Tech Order. The bold “L” is next to change 1. Several functions can now take place. (1.) The Tech Order Reference Card can be viewed (Figure 9). (2.) The Tech Order can be viewed as a PDF file (Figure 11). (3.) This file can be placed into a Workfolder (Figure 13) for future use, e.g. Future Reference, E-mail, Print ...

Figure 8

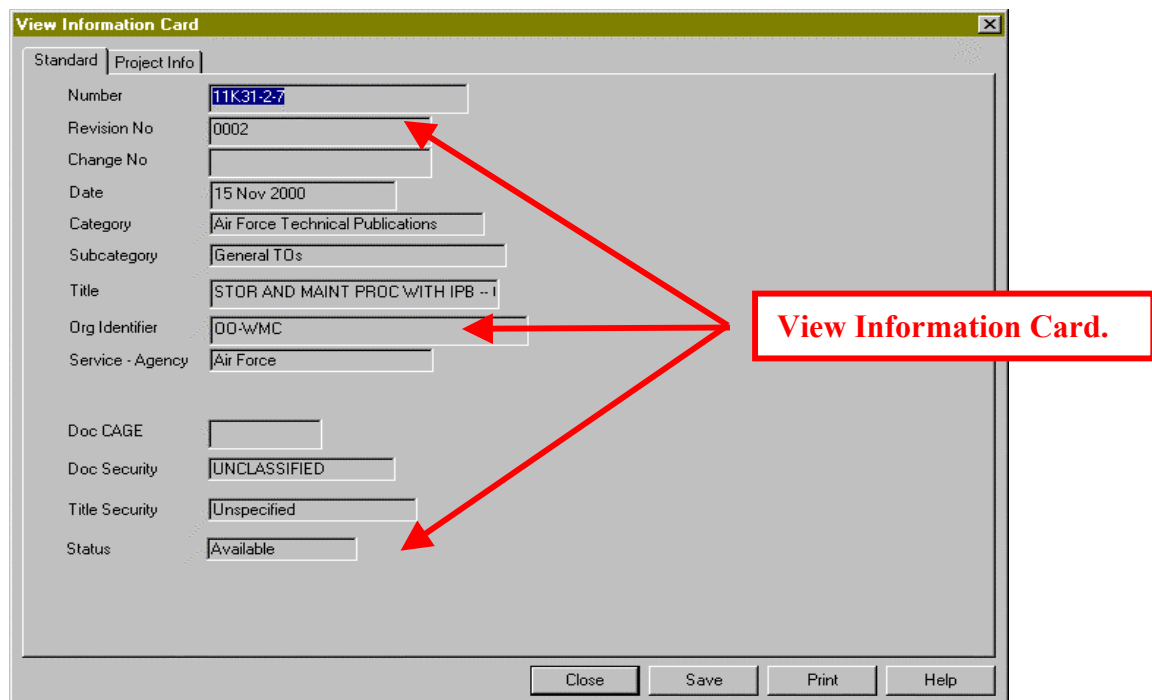
2.7.2 VIEW INFORMATION CARD



1. Highlight the Tech Order.

2. Click on the Document Reference Card Icon.

Figure 9



View Information Card.

Standard		Project Info	
Number	11K31-2-7		
Revision No	0002		
Change No			
Date	15 Nov 2000		
Category	Air Force Technical Publications		
Subcategory	General TOs		
Title	STOR AND MAINT PROC WITH IPB -- I		
Org Identifier	DD-WMC		
Service - Agency	Air Force		
Doc CAGE			
Doc Security	UNCLASSIFIED		
Title Security	Unspecified		
Status	Available		

Close Save Print Help

Figure 10

2.7.3 OPEN DOC FROM SEARCH RESULTS LIST



Figure 11

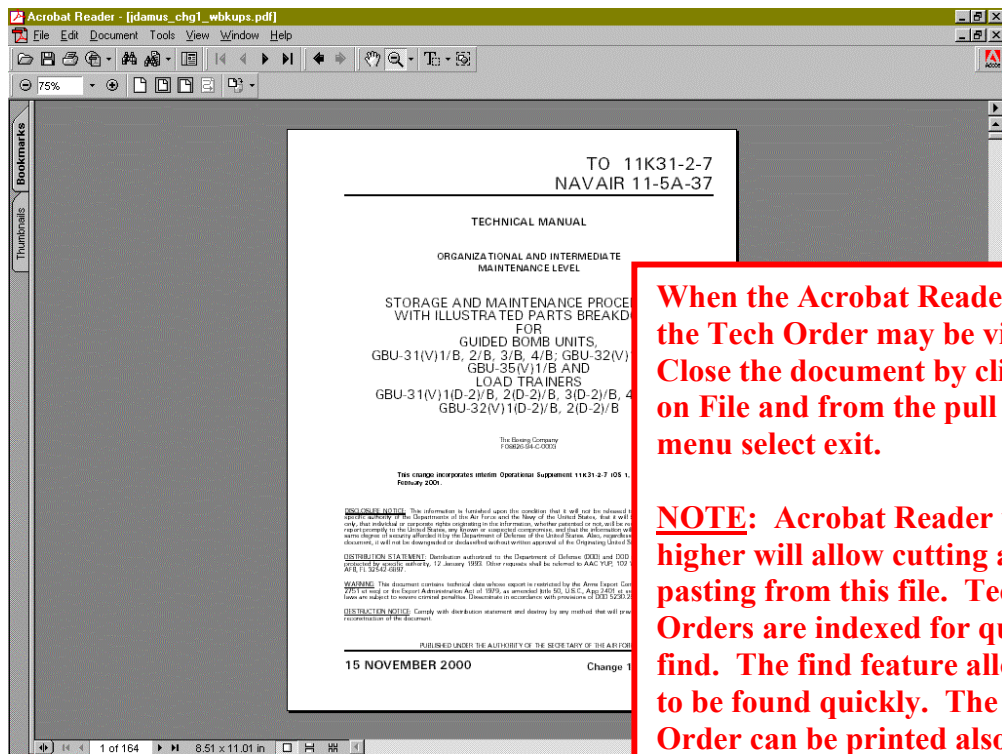


Figure 12

2.7.4 SAVE A DOCUMENT TO A WORKFOLDER

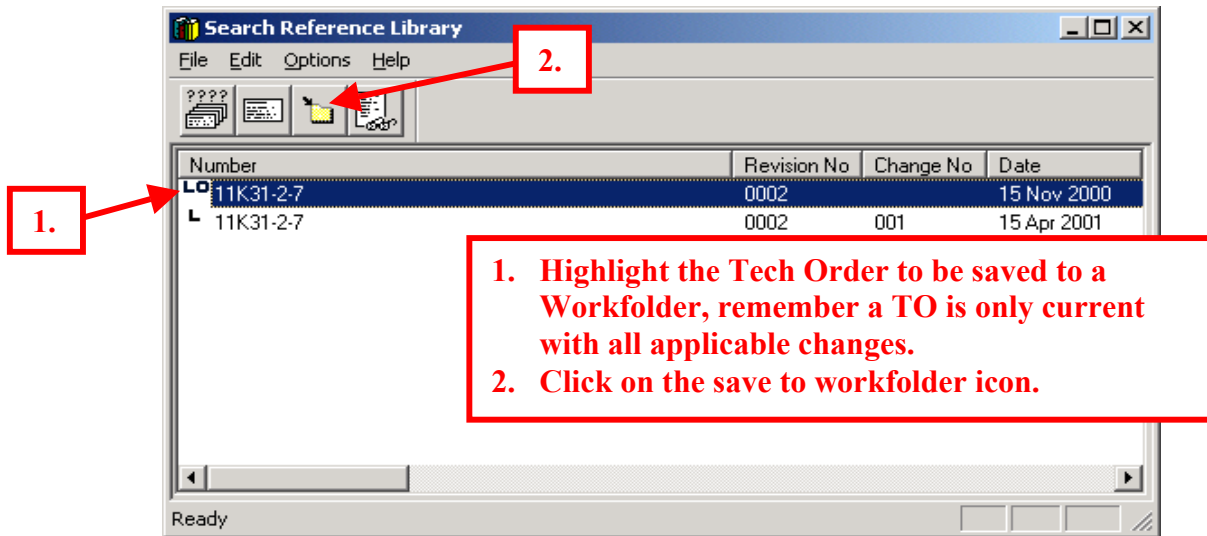


Figure 13

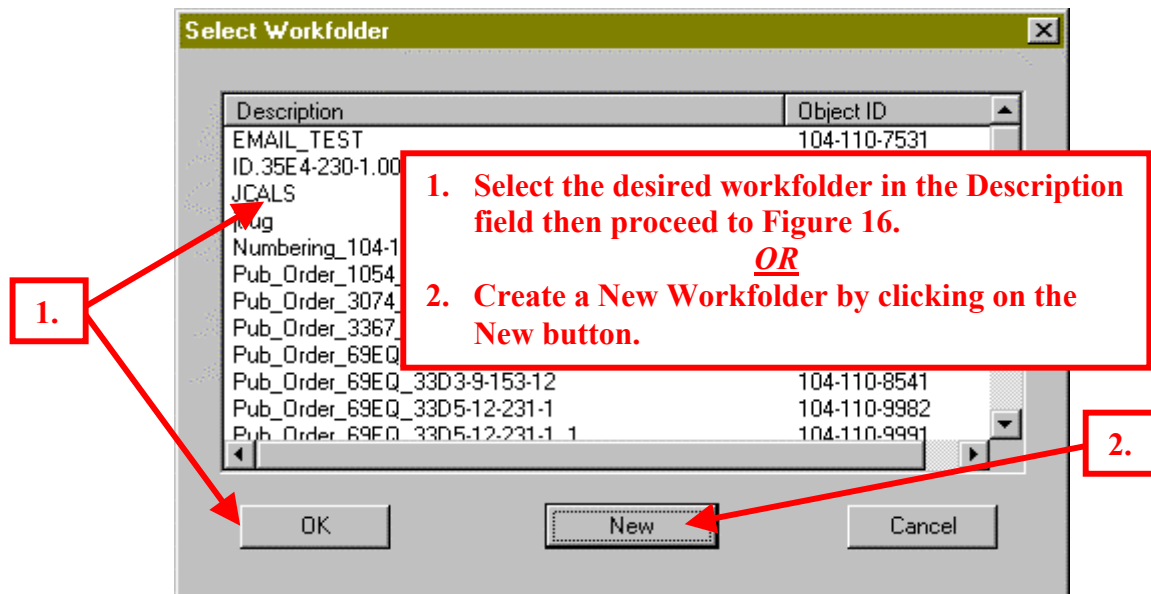


Figure 14

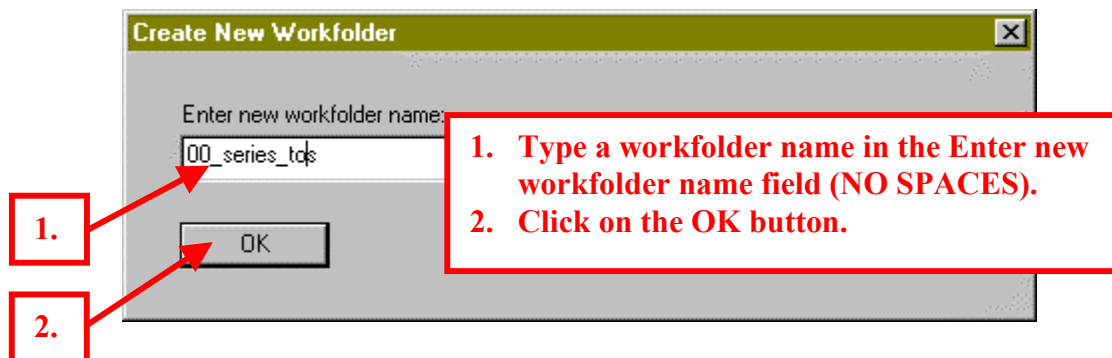


Figure 15

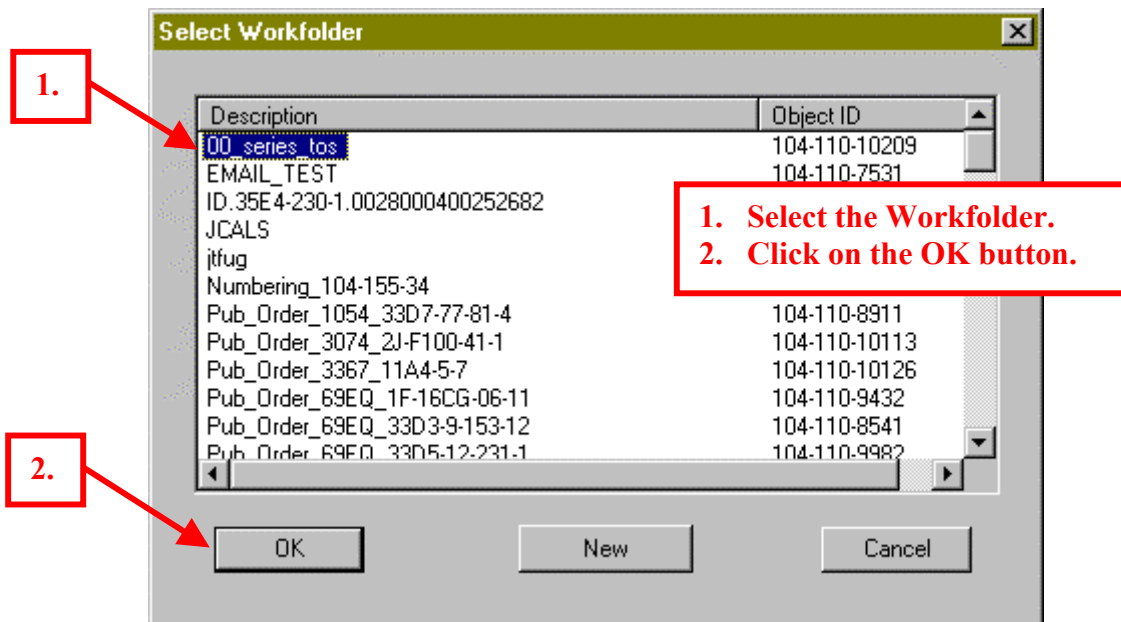


Figure 16



Figure 17

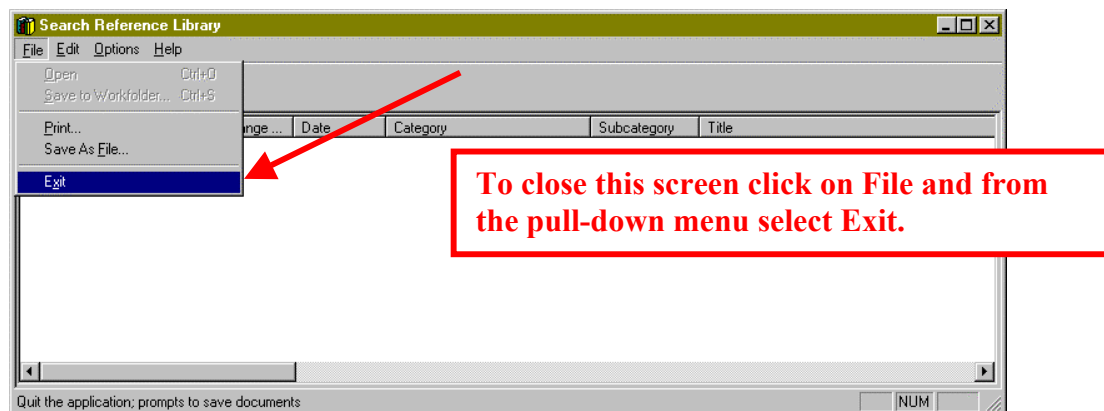


Figure 18

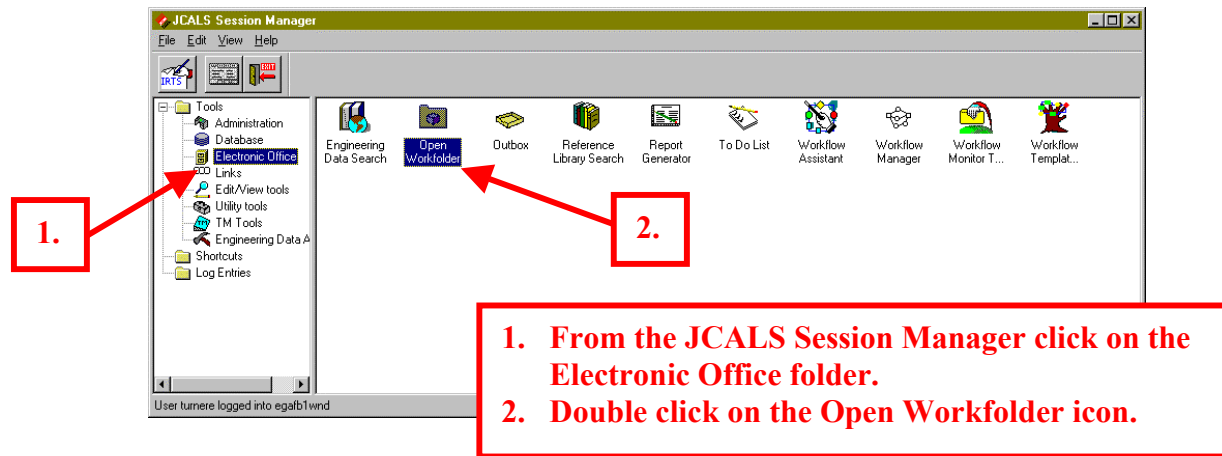


Figure 19

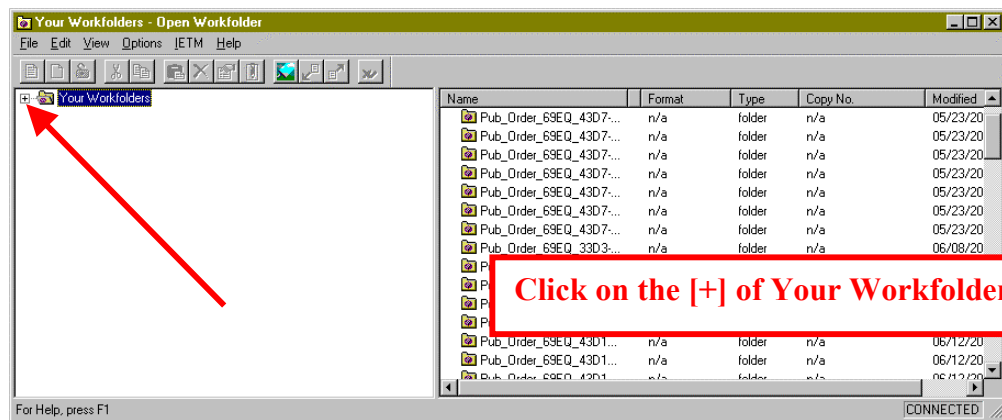


Figure 20

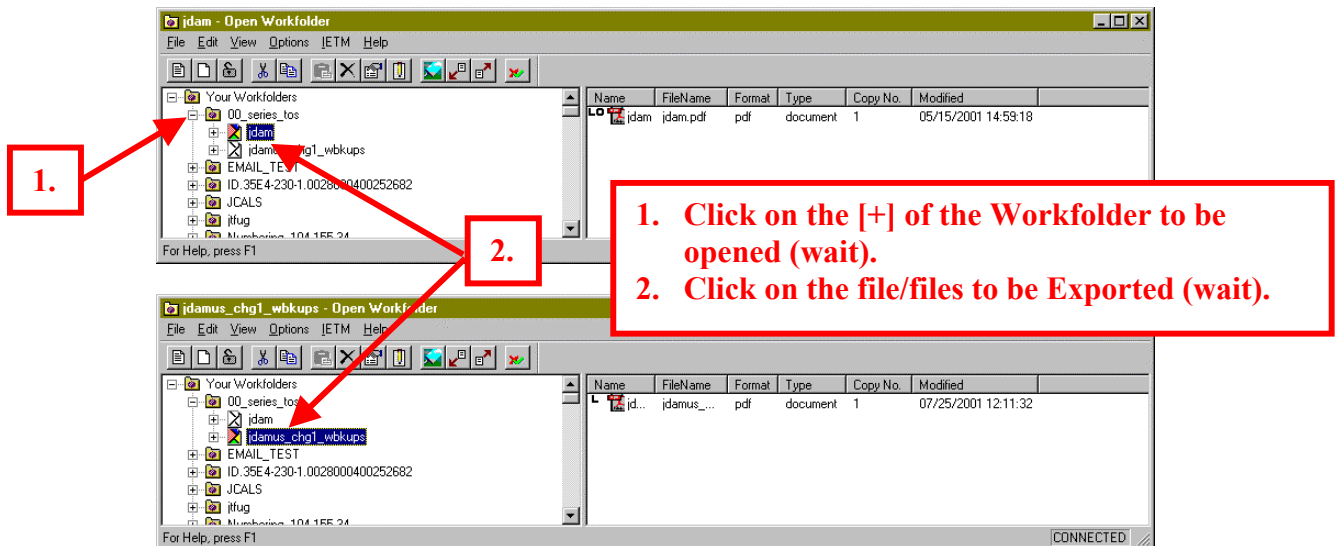


Figure 21

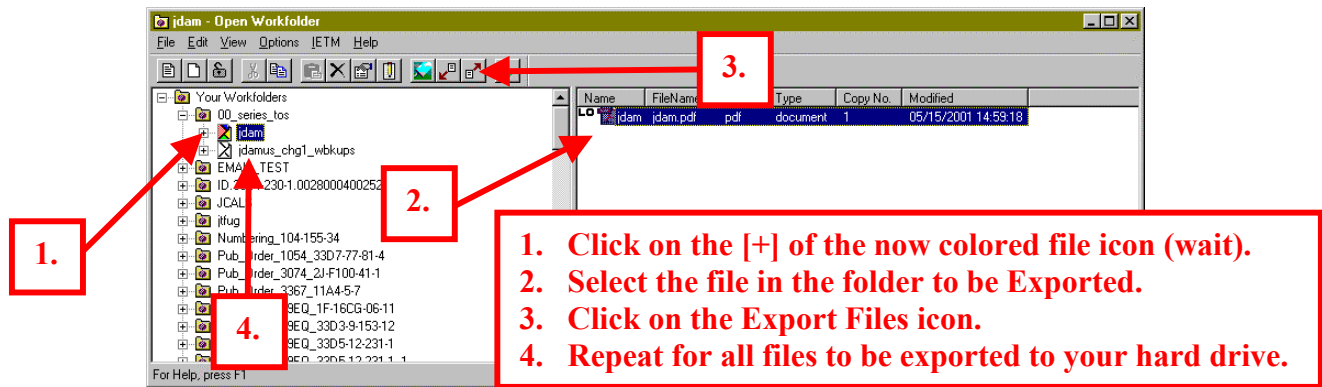


Figure 22

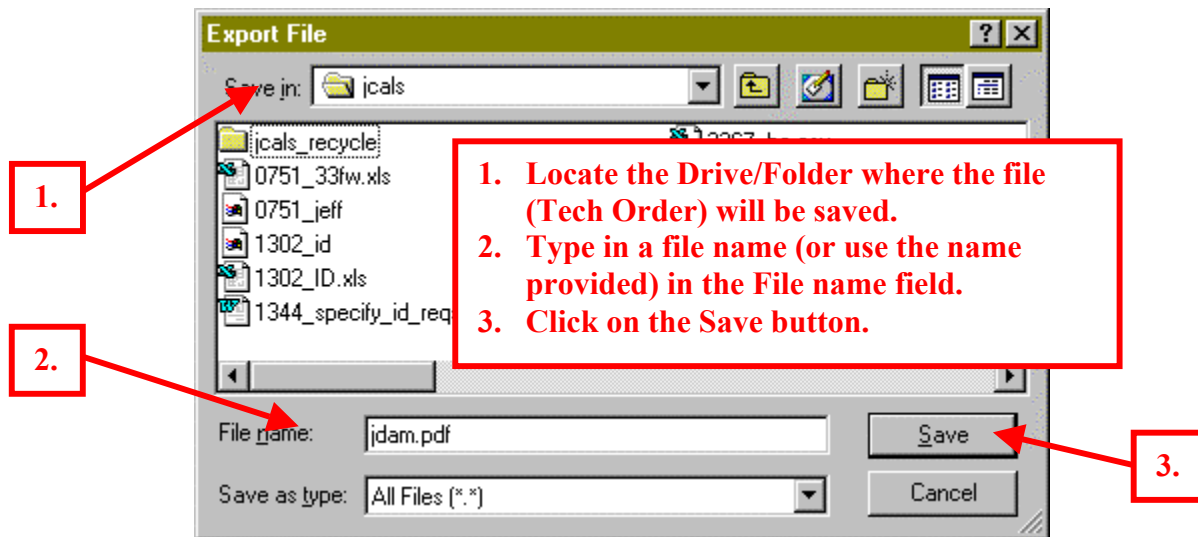


Figure 23

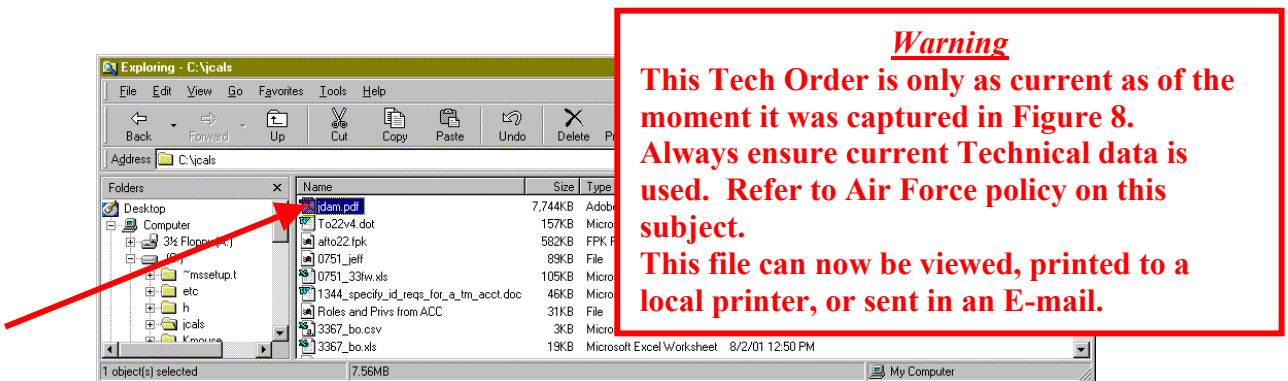


Figure 24

JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

15. MANAGE RECEIPT OF PUBLICATIONS

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15. MANAGE RECEIPT OF PUBLICATIONS

The following Training Aid was developed to provide visual instructions for Managing Receipt of a Publication. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand alone instruction. This material is intended to provide users with the minimal requirements necessary to Manage Receipt of a Publication. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to Managing Receipt of a Publication.

3.6.14 MANAGE RECEIPT OF PUBLICATIONS BY ACCOUNT

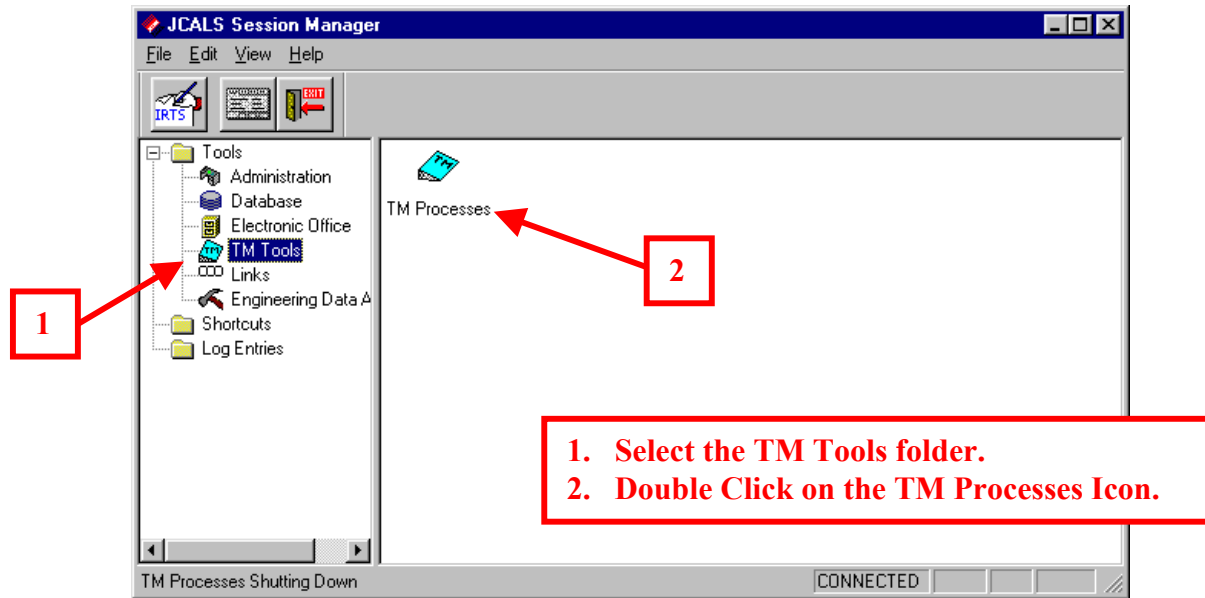


Figure 1

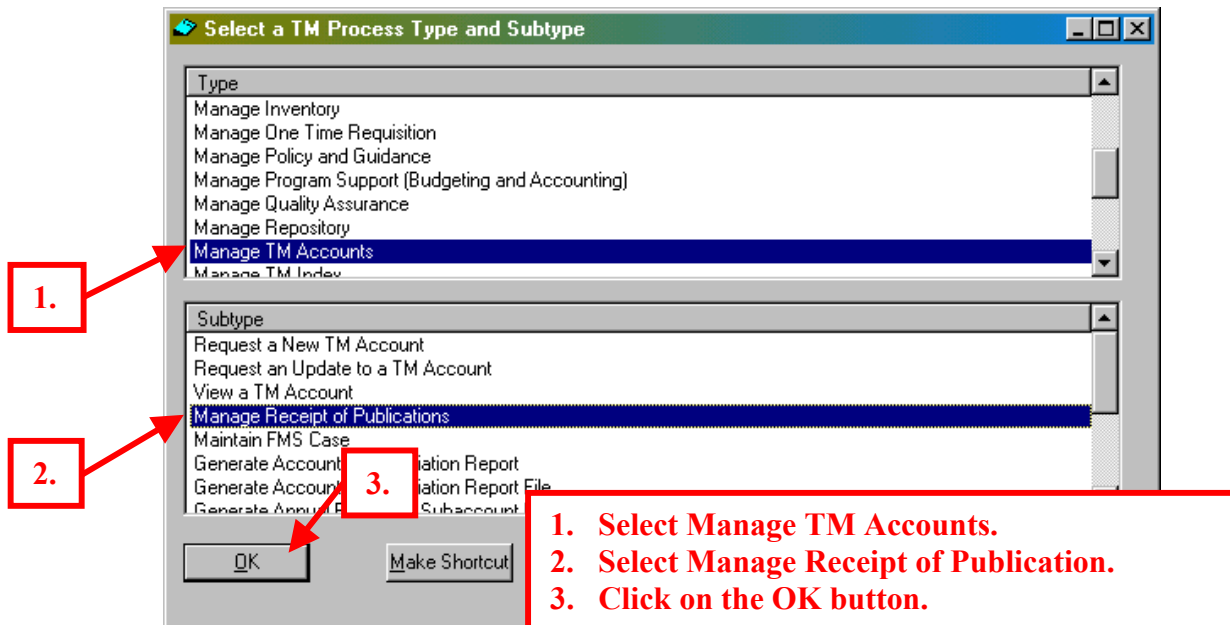


Figure 2

DD FORM 1348-2 or EQUIVELANT

DD Form 1348-2, Feb 89 (EG) Issue Release/Receipt Document with Address Label

24. DOCUMENT NUMBER & SUFFIX (30-44)
E*04RR0293I066

25. NATIONAL STOCK NO. & ADD (6-22)
01T038656001306

26. RIC (4-6)
 UL (23-24)
 CL (25-26)
 CN (27-28)
 DIST (29-30)
 UP (31-32)
EA00023ASC/YTZS

27. ADDITIONAL DATA
 Rev No/Change No: **013** Doc Issue Dt: **20001001** Shipped Dt:

1. TOTAL PRICE
 2. SHIP FROM
 3. SHIP TO
E*04RR

UNIT PRICE
 DOLLARS CTS
0.0

4. MARK FOR
0.0

5. DOC DATE
0293

6. NMFC
0293

7. FR RATE
0293

8. TYPE CARGO
0293

9. PS
0293

10. QTY REC'D
0293

11. UP
0293

12. UNIT WEIGHT
0293

13. UNIT CUBE
0293

14. UFG
0293

15. SL
0293

16. FREIGHT CLASSIFICATION NOMENCLATURE
1T-1A-2-32JG-30-1

17. ITEM NOMENCLATURE
1T-1A-2-32JG-30-1

18. TV CONT
0293

19. NO CONT
0293

20. TOTAL WEIGHT
0293

21. TOTAL CUBE
0293

22. RECEIVED BY
E*04RR 0283

23. DATE RECEIVED
ID

28. POSTAGE DATA
NA 0.0

Official Business

29. TCN
1T-1A-2-32JG-30-1
CHANGE 013
00023

30. WEIGHT
01T038656001306
20001001

31. TYPE SERVICE
013

32. FROM
 Lori Denney
 TM Account
 1970 Monahan Way Bldg 11A RM201 I
 Wright Patterson AFB OH 45433-7211

33. SHIP TO
E*04RR 0283
ID
 ATIN TODO
 ACCOUNT 0283
 71 FTW/NW TOD
 338 ELAM ROAD SUITE 101
 VANCE AFB OK 73705-5402
737058

- DD FORM 1348-2 or EQUIVELANT**
- 1. Document Number.**
 - 2. JCALS TODO Account Address and Address Code.**
 - 3. Technical Order information.**
 - 4. Quantity received.**

Figure 3

Manage Receipt of Publications

Search Criteria

Document No.: E*050G 1025 J001

Apply Clear

Record of Receipts

Document No.: E*050G1025J001

Pub No.: 12P3-2ALQ135-4

ID Shipped: 0 One Time Requested: 1

Backorder Qty: 0

Pub Stock: 12T0021130

Save

1.

2.

**1. Input the Document Number for the received Publication(s).
[This information is taken from the AFTO Form 1348-2 or
an Equivalent Form attached to the received publication(s).]**

NOTE – THIS FIELD IS CAPS SENSITIVE

2. Click on the Apply button.

Figure 4

Manage Receipt of Publications

Search Criteria

Document No.: E*0

Document No.: 025J001

Pub No.: ALQ135-4

ID Shipped: 0 One Time Requested: 1

Backorder Qty: 0 Backorder Status: BA

Pub Stock No.	Suffix	Qty Rec'd	Date Rec'd	Short/Over
12T002113000006		1	02 FEB 2001	

Distribute

Update

Order Shortage

Save Print Close Help

1.

2.

1. Highlight the Publication.

2. Click on the Update button.

WAIT FOR NEXT SCREEN TO APPEAR!

Figure 5

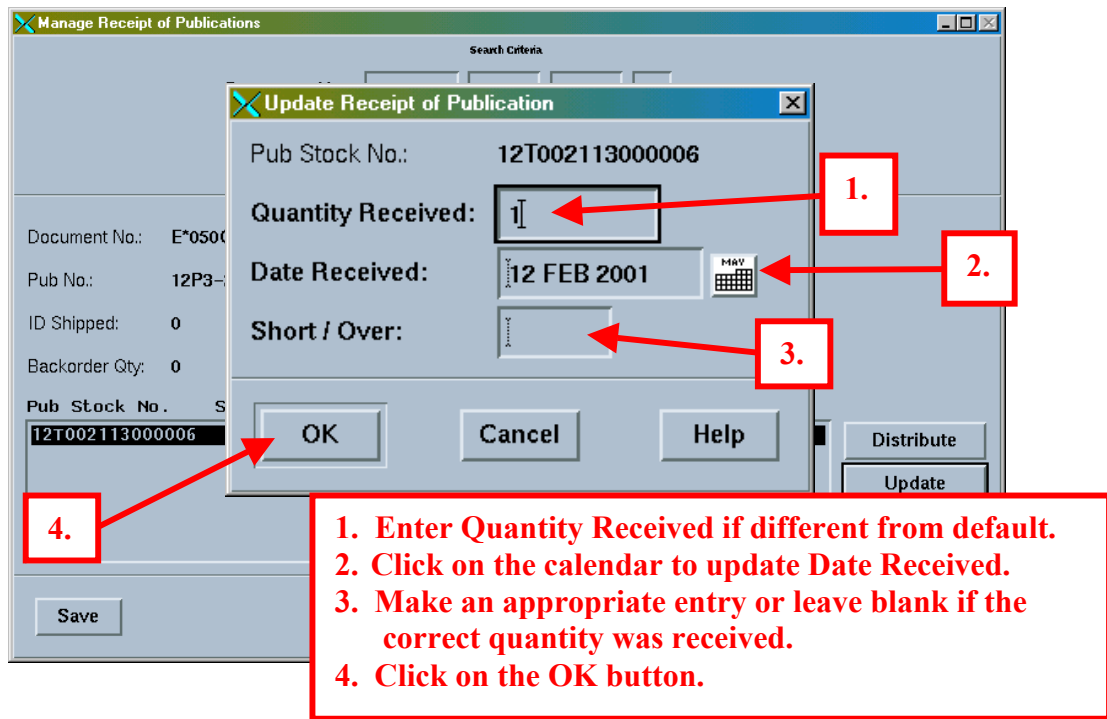


Figure 6

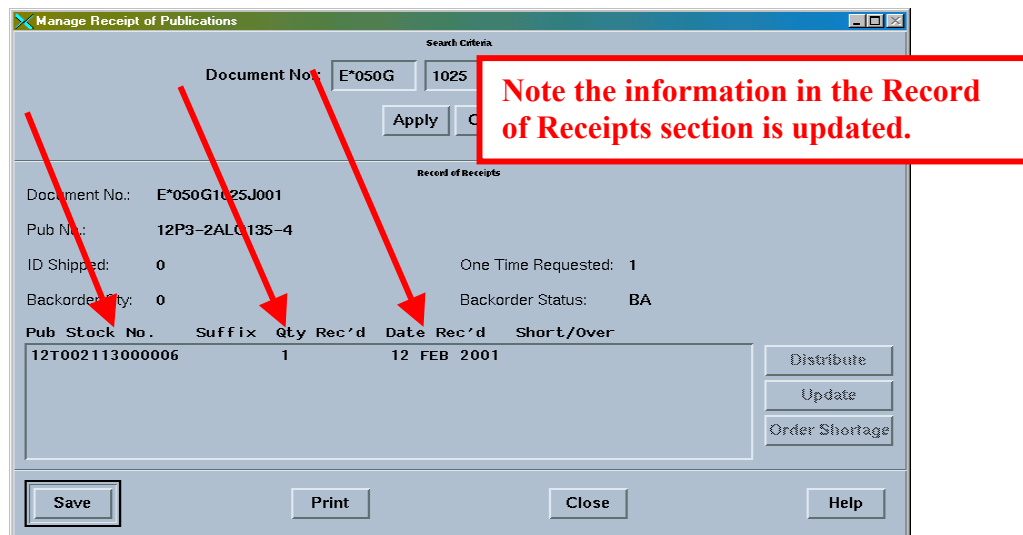


Figure 7

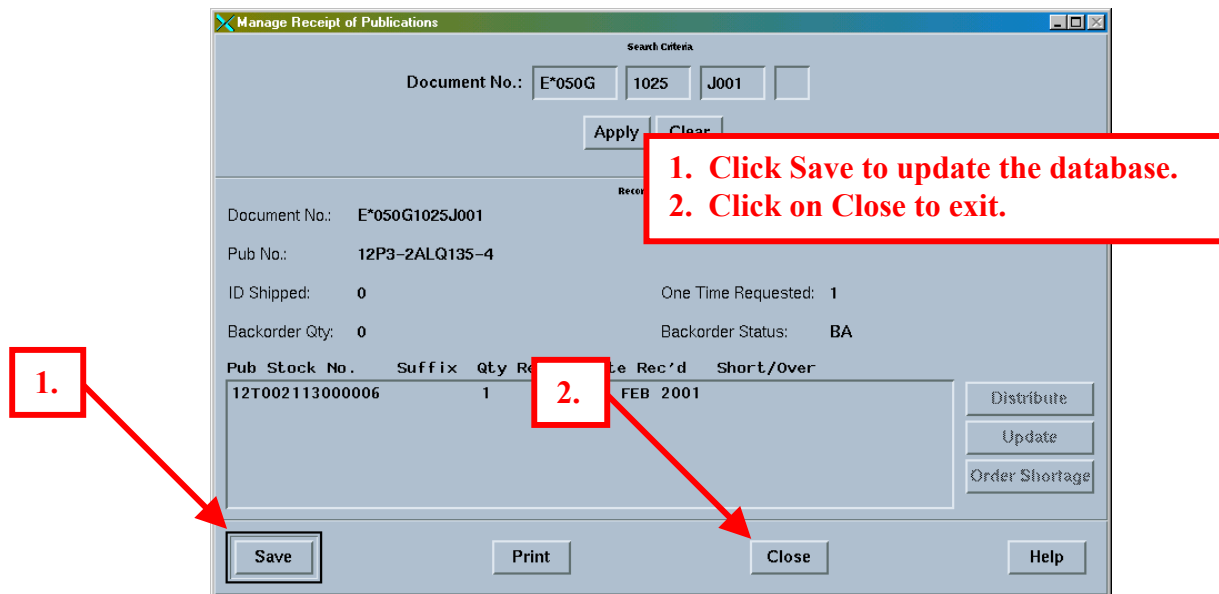


Figure 8

RETURN TO INDEX

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EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

16. RECOMMEND A TM CHANGE

[RETURN TO INDEX](#)

16. RECOMMEND A TM CHANGE

The following Training Aid was developed to provide visual instructions for completing a Recommend A TM Change via AFTO Form 22. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a standalone instruction. This material is intended to provide users with the minimal requirements necessary to process a Recommend A TM Change. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to AFTO Form 22 processing.
3. The user is familiar with Organization and HQ MAJCOM routing of AFTO Forms 22 through the JCALS system.

Routing of an AFTO Form 22 can be very complex. In many cases the routing of Recommend A TM Changes through the JCALS system has not been fully developed or defined. Adding to this problem, many of the MAJCOMs have not come on line with JCALS system.

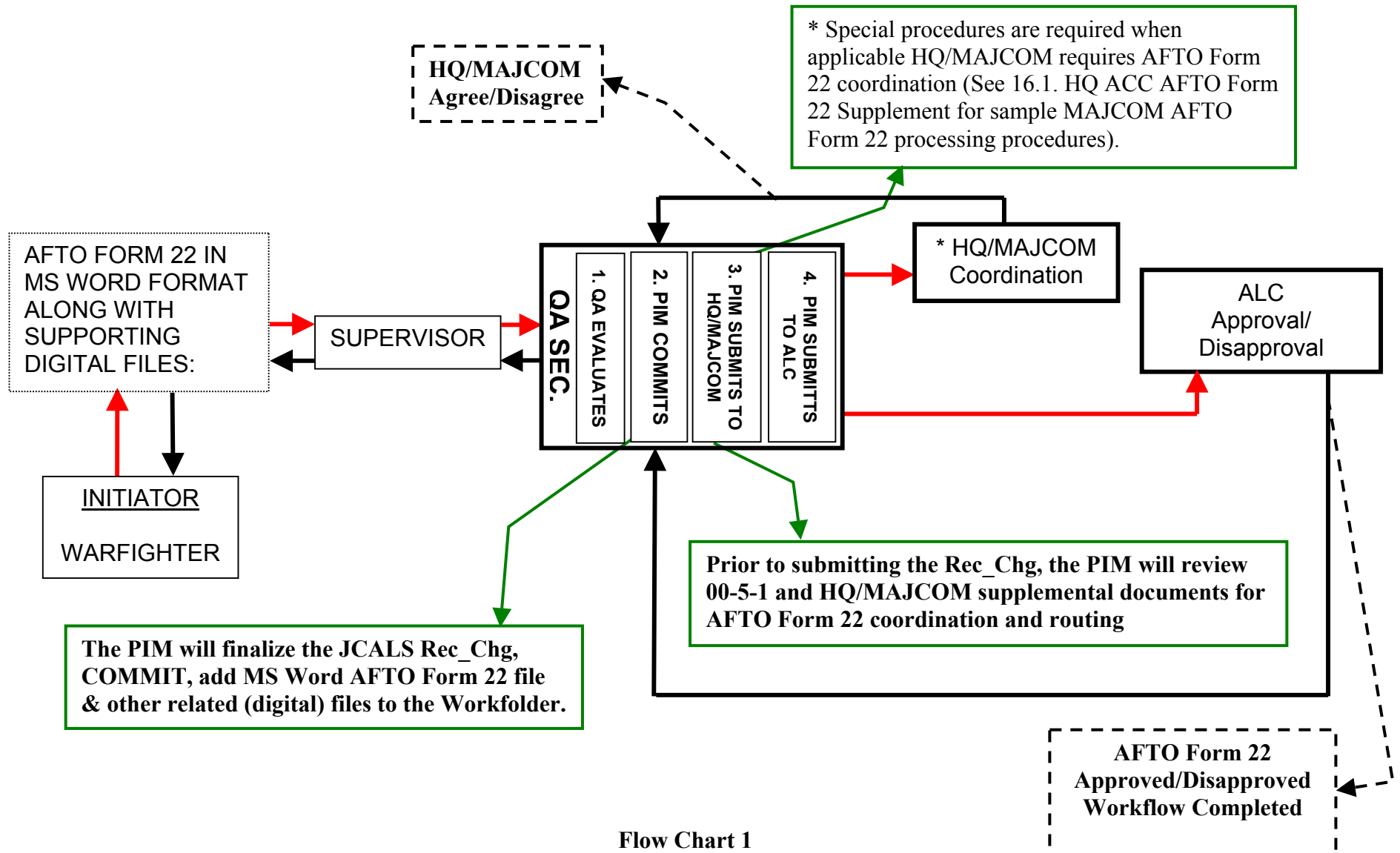
This model was constructed using a typical scenario where an AFTO Form 22 is being submitted to directly to an ALC. In the case where an AFTO Form 22 is required to be submitted to a HQ/MAJCOM the subparagraph instructions (e.g. 16.1.) of this JTFUG must be followed for that specific HQ/MAJCOM.

**AFTO Form 22 in a Microsoft Word (.dot) format is available at:
<http://www.pdsm.wpafb.af.mil/toprac/afto22s.htm>**

Items you need before creating the AFTO Form 22 in JCALS are:

1. Have the finished Word (.dot or .doc) AFTO Form 22 in electronic format. (See the above site for a template for creating this document.) Routing of this document varies from installation to installation. Make sure you follow the procedures defined by your location for submitting AFTO Form 22's.
2. Collect any other supporting documentation. This includes drawings and photos (if any) that support your proposed change. Supporting data must be in electronic format. If you have documentation that is not in electronic format use a scanner or digital camera to convert it to electronic format. For items such as photos or drawings, they should be in the standard .JPG, GIF, or TIFF file types. Remember the T.O. Manager on the other end will need to open the document. Do not use files created from FormFlow/JetFlow, or any program that requires a unique program to open.

TECH MANUAL CHANGE PROCESS



Flow Chart 1

3.11 RECOMMENDED CHANGE

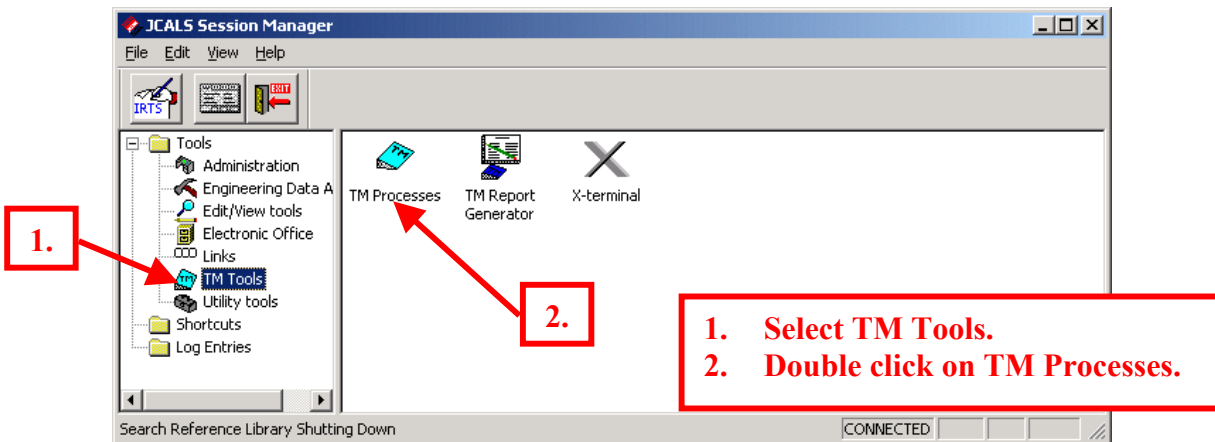


Figure 1

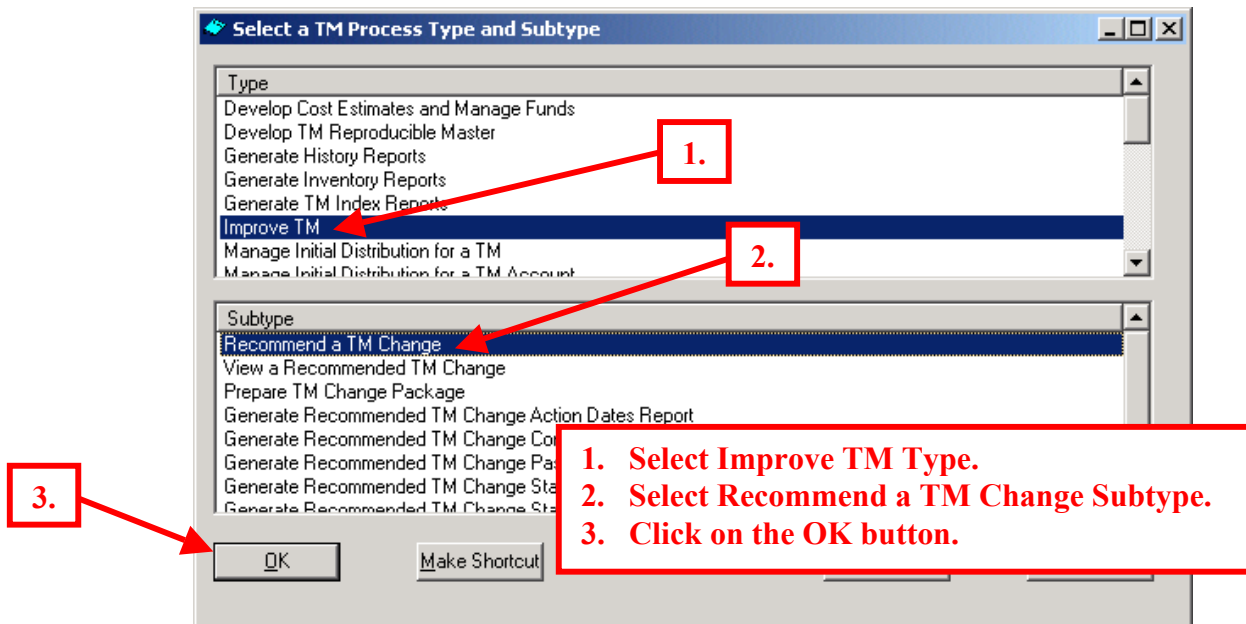


Figure2

1. Insert LCN IAW TO 00-5-1.

2. Select the required Priority.

3. Select the Publication tab.

For Help, press F1

Figure 3

Select the Publication No. Button.

OR

Type in the publication number and use the Tab Key.

NOTE: (For test purposes during CAF Training use one of the following test books: 01-SOSTEST-2, 01-SOSTEST-7, or 01-SOSTEST-8)

For Help, press F1

Figure 4

The screenshot shows the 'Choose Publication' dialog box with several fields and buttons. Red boxes with numbers 1 through 4 point to specific elements:

- 1.** Points to the 'Apply' button at the bottom center of the dialog.
- 2.** Points to the 'Publication No.' field, which contains the value '1F-15A-2-94JG-32-1'.
- 3.** Points to the 'Proponent ID' field, which contains the value 'WR-LFLV'.
- 4.** Points to the 'Clear' button located next to the 'Apply' button.

A large red-bordered box in the center of the dialog contains the following instructions:

1. Left Click on the Clear button.
2. Enter the Publication No.
3. If known, type in the Proponent ID otherwise leave blank.
4. Click on the Apply button.

Figure 5

Choose Publication

Search Criteria

Publication No.: 1F-15A-2-94JG-32-1

Pub Stock No.:

Basic Pub Date: = [] []

Change No.:

Pub Title:

Short Title:

Publication Type:

Weapon System Code:

Weapon System Appl.:

Item Designator No.:

Subscription Form:

Proponent ID: WR-LFLV []

Service: Air Force []

Revision No.:

Change Date: = [] []

Pub Status: ACTIVE []

Media Code: All []

Block: []

Commercial Ind.: ☐ Yes ☒ No ☐ Either

Apply Clear

Results

Publication No.	Pub. Stock No.	Media Type	Pub. Date	Rev. No.	Change No.
1F-15A-2-94JG-3...	01T041206000006	PAPER	01 Mar 1999	0002	
1F-15A-2-94JG-3...	01T041206000106	PAPER	01 Mar 1999	0002	001
1F-15A-2-94JG-3...	01T041206000206	PAPER	01 Mar 1999	0002	002
1F-15A-2-94JG-3...	01T041206000306	PAPER	01 Mar 1999	0002	003

OK Cancel Help

1.

2.

Figure 6

1. Note the applicable blocks have been populated, Pub No., Pub Stock No., Basic Pub Date, Revision No., Change No., and Proponent ID.
2. Enter the Pub information which is being recommended for change in at least two of the above open blocks, preferably the Page No. & Para No.
3. Left Click the Deficiency tab.

Figure 7

1. Insert a Short Description of Deficiency. Do not use any special characters such as ~! @\$%^&*() + or ¼, ½, etc. in this block.
2. Insert the Deficiency. Do not use any special characters such as ~! @\$%^&*() + or ¼, ½, etc. in this block.
3. Add a Recommend TM Change if applicable. Do not use any special characters such as ~! @\$%^&*() + or ¼, ½, etc. in this block.
4. Information in these blocks can be typed in or cut and pasted from a document file. Also, a statement such as "See Attached AFTO Form 22" can be inserted in the Deficiency block if the applicable form is added to the workflow. Do not use any special characters such as ~! @\$%^&*() + or ¼, ½, etc. in this block.
5. Left Click on the File icon and select Commit. Commit establishes a workfolder and saves the Recommend a TM Change to that workfolder.

Figure 8

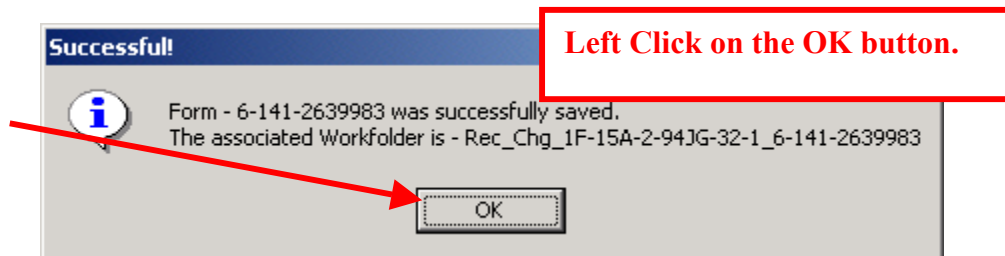


Figure 9

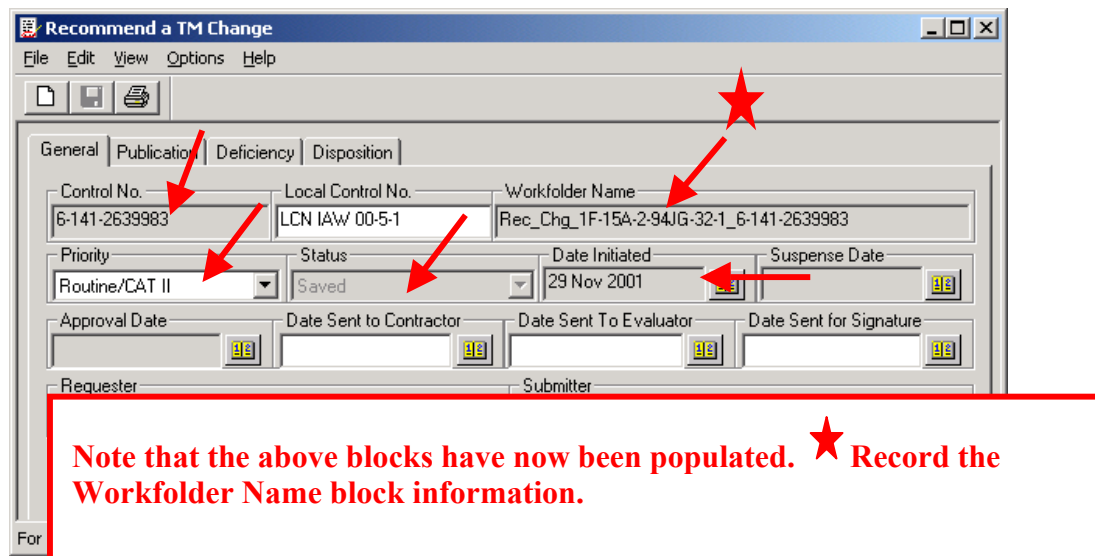
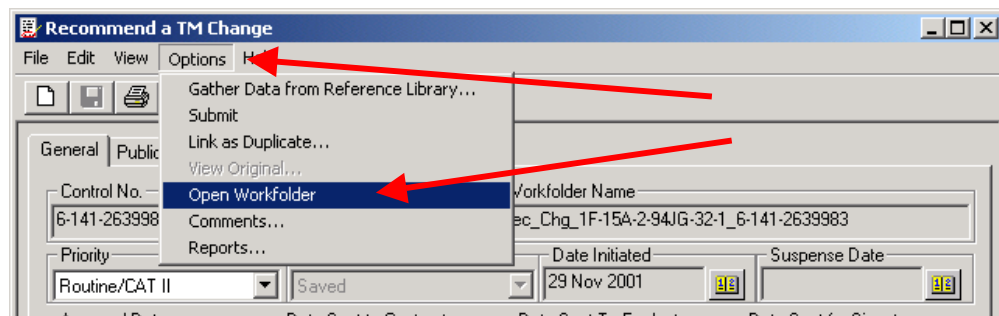


Figure 10



Left click on Options icon and select Open Workfolder from the pull down menu. This will allow the PIM to add a completed AFTO 22 or ANY digital file i.e. .jpeg, .GIF, etc to the workfolder.

AFTO 22 in a Microsoft Word (.dot) format is available at:
<http://www.pdsm.wpafb.af.mil/toprac/afto22s.htm>

Figure 11

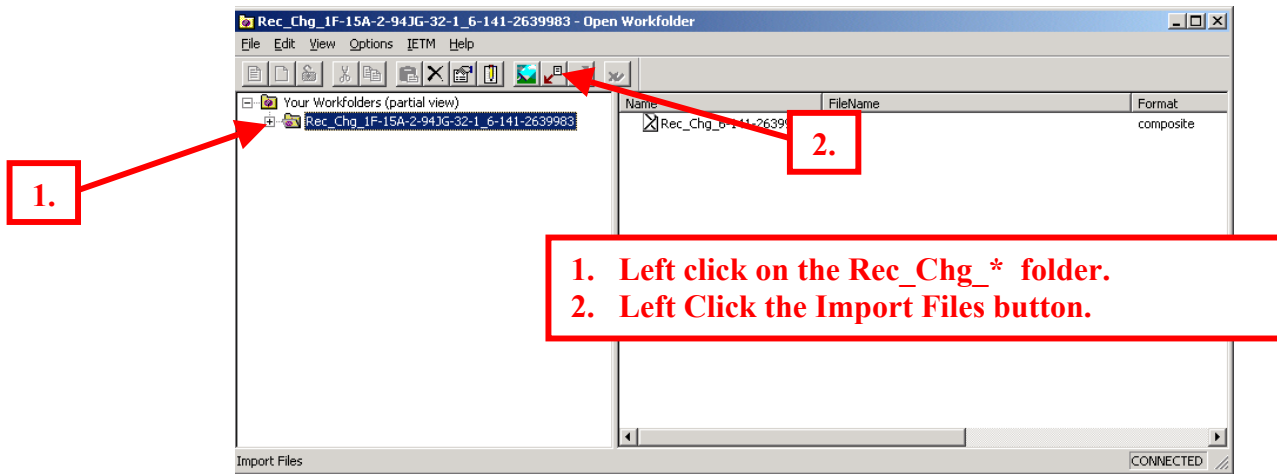


Figure 12

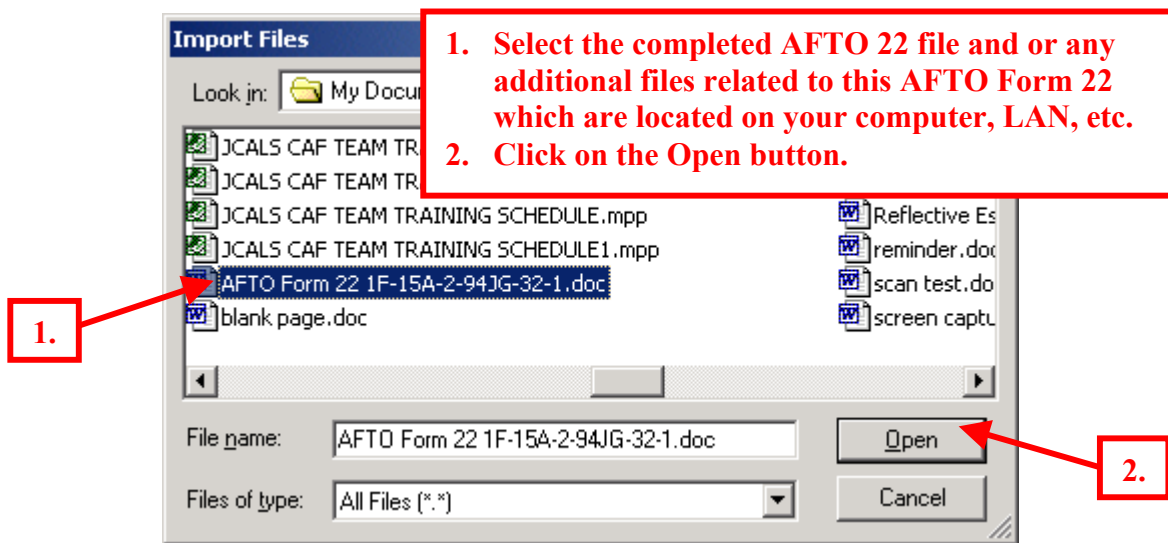


Figure 13

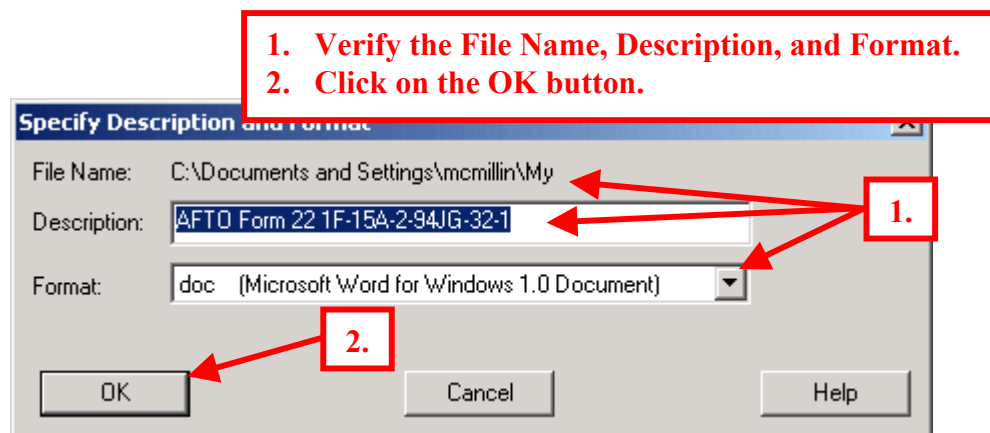


Figure 14

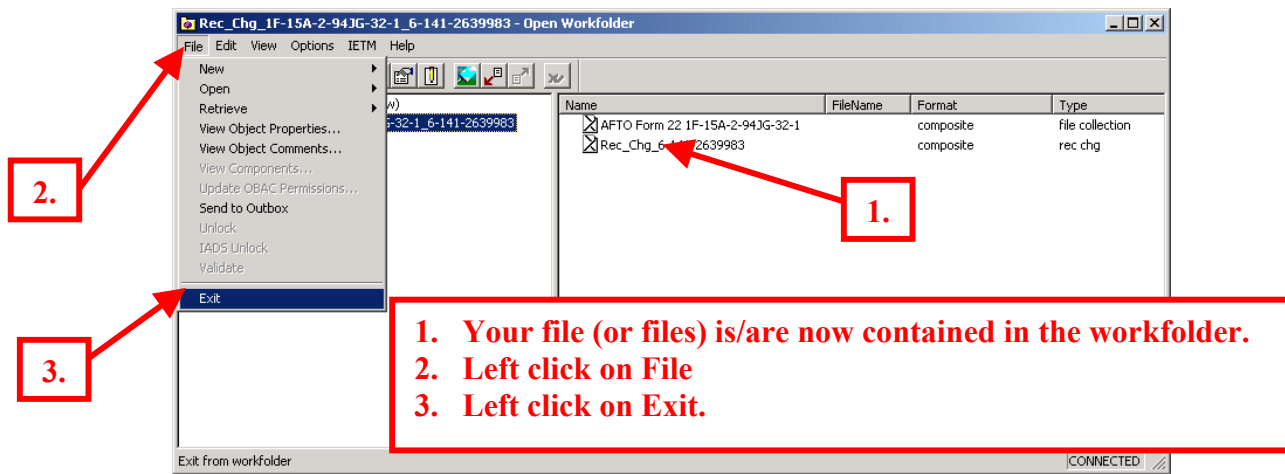


Figure 15

DO NOT PROCEED BEYOND THIS POINT UNTIL THE FOLLOWING RULES HAVE BEEN MET:

1. THE PIM HAS VERIFIED THAT THIS RECOMMENDED CHANGE DOES NOT REQUIRE SPECIAL ROUTING, SEE 00-5-1 AND RELATED HQ/MAJCOM DOCUMENTS. IF SPECIAL ROUTING IS REQUIRED SEE THE RELATED HQ/MAJCOM SECTION OF THE JTFUG FOR JCALS PROCEDURES.
2. IF THE RECOMMENDED CHANGE HAS BEEN COORDINATED WITH HQ/MAJCOM AND HAS BEEN RETURNED AS APPROVED.

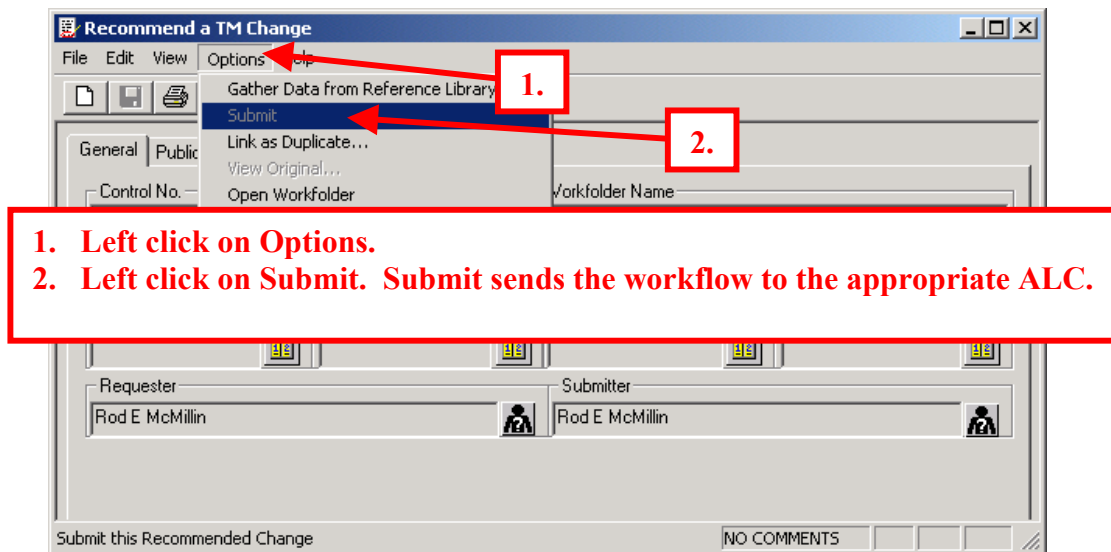


Figure 16

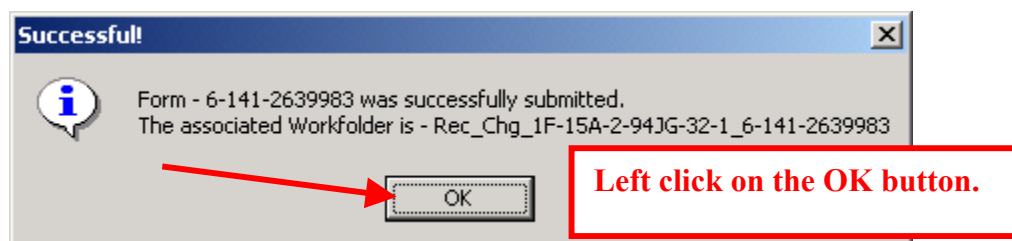


Figure 17

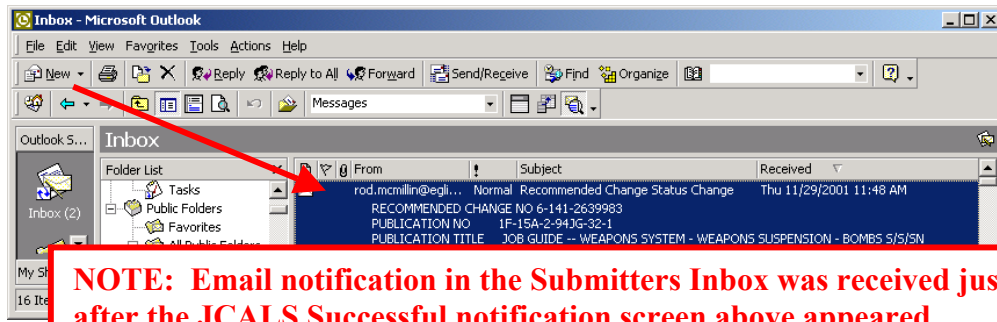


Figure 18

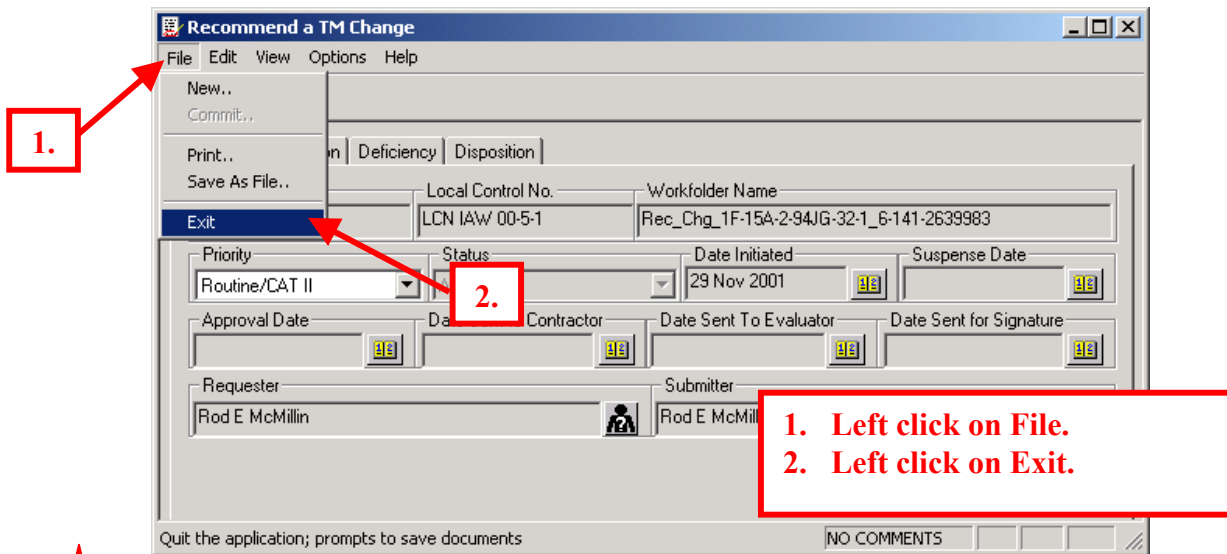


Figure 19

Additional Recommended Change Functions



Figure 20

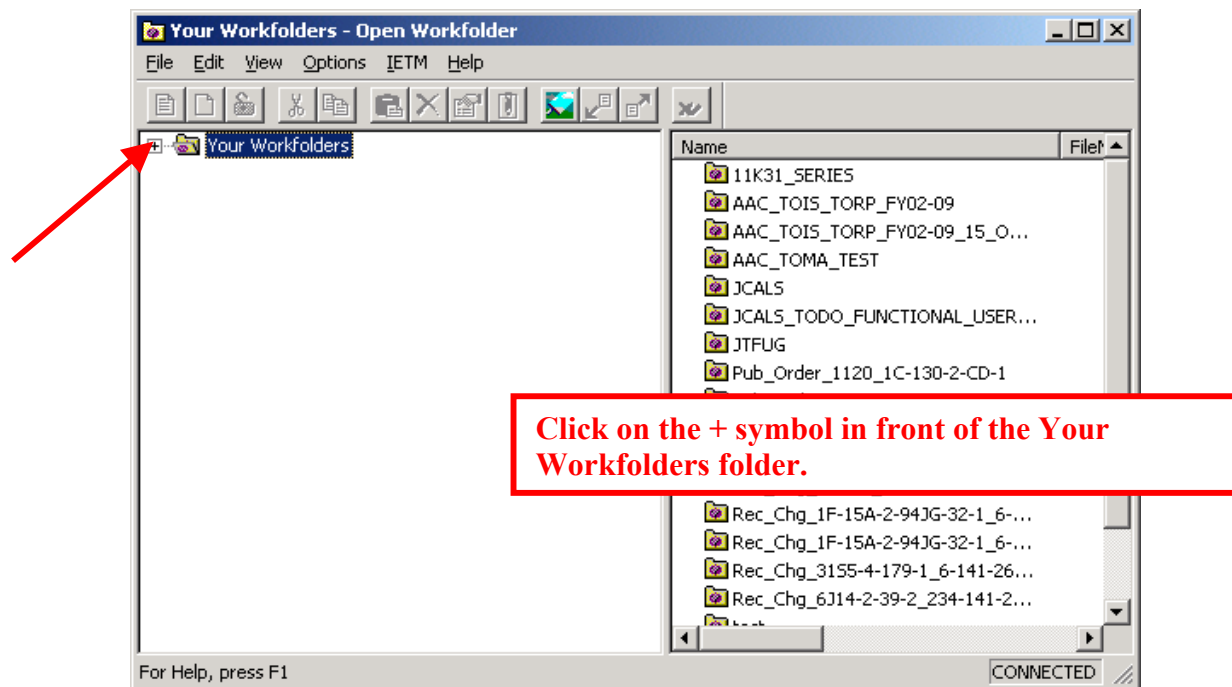


Figure 21

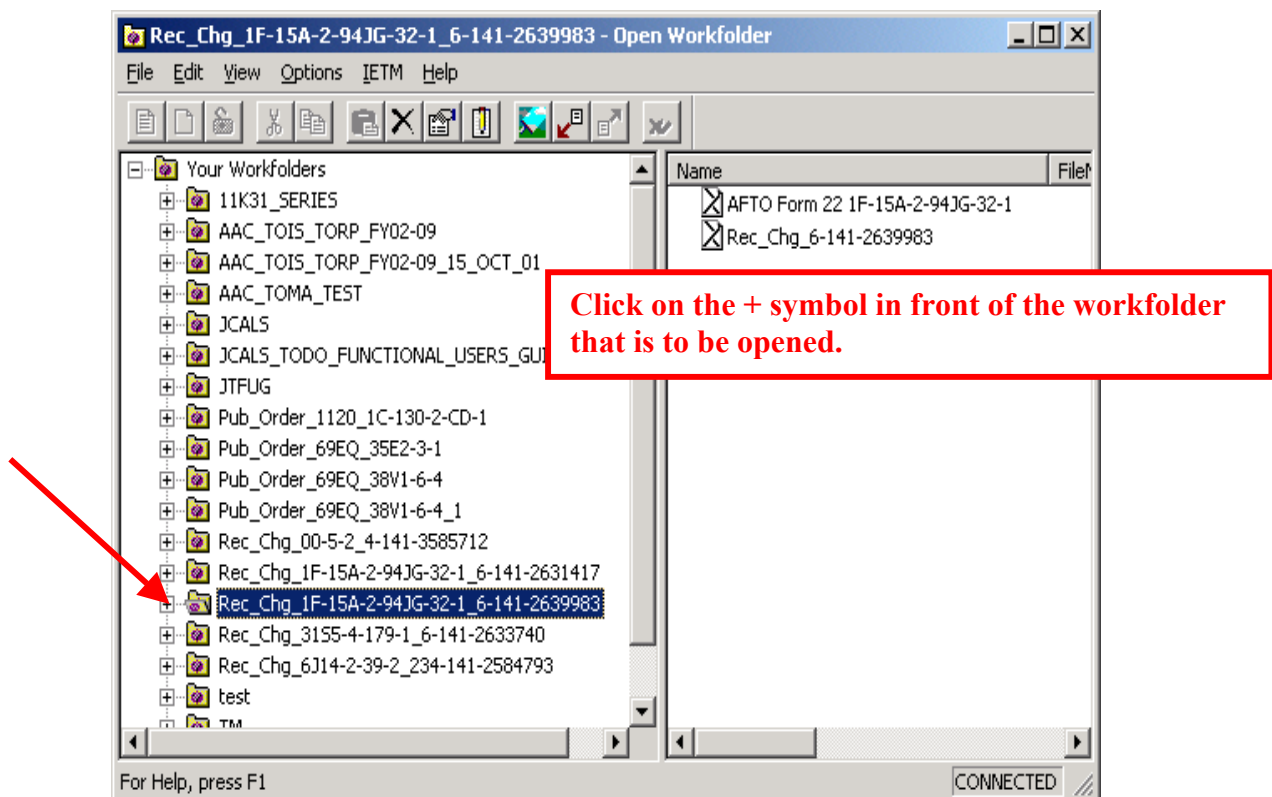


Figure 22

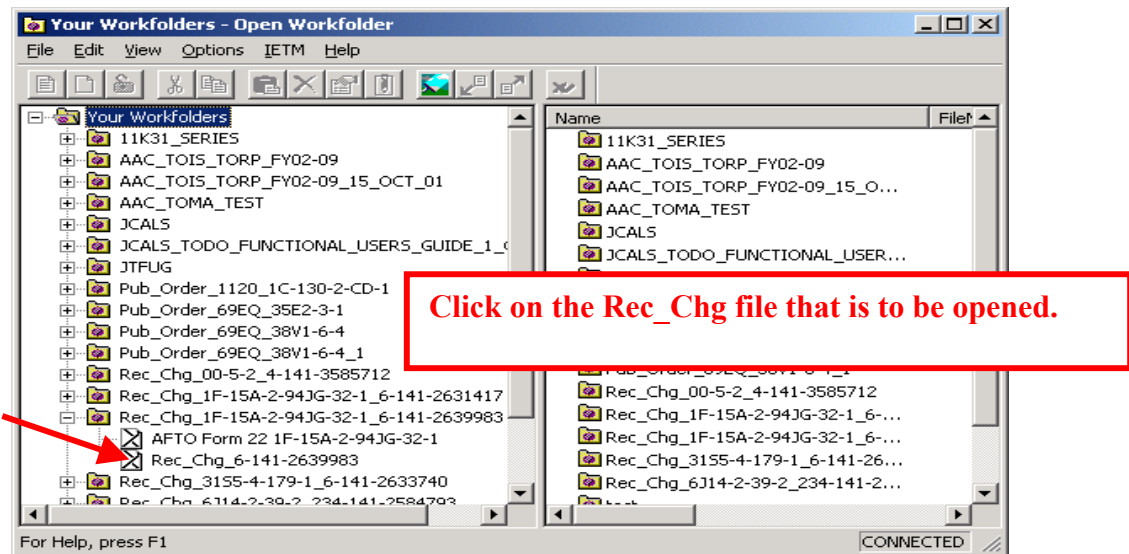


Figure 23

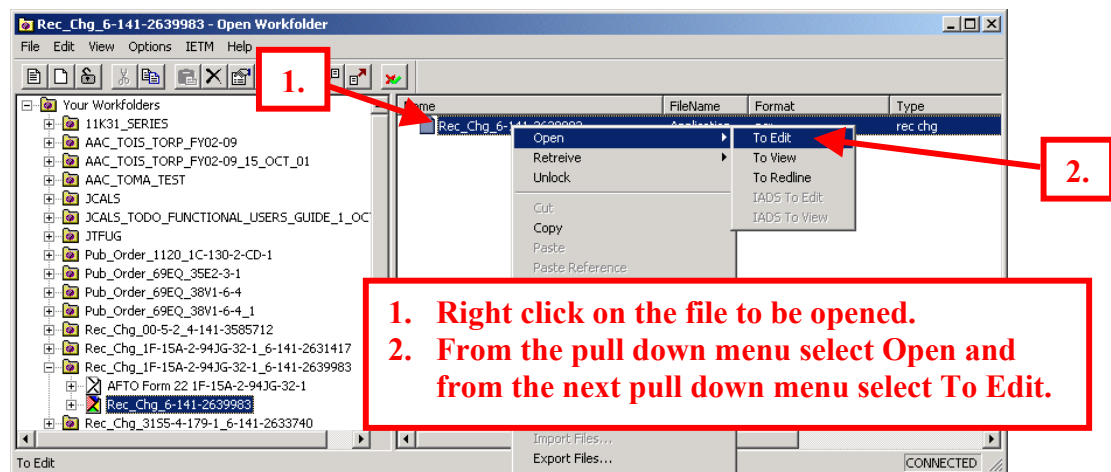


Figure 24

NOTE: Depending upon your computer set-up, you may not see Figure 25 below.

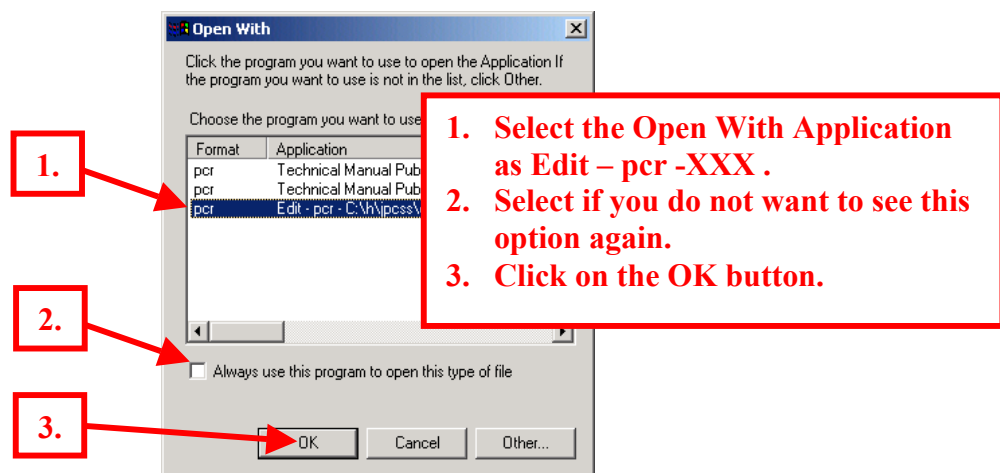


Figure 25

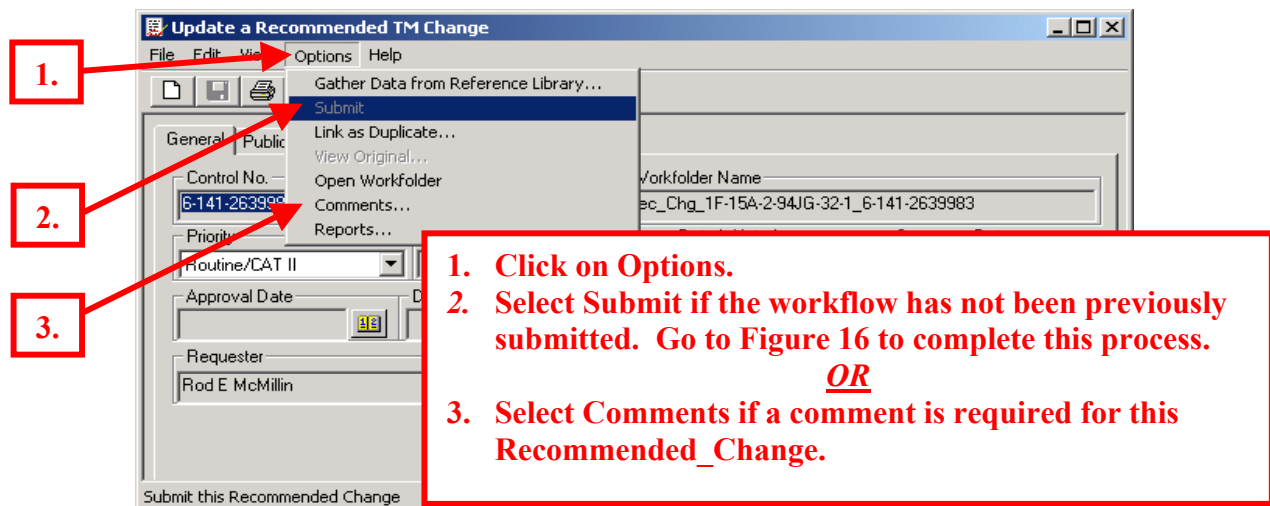


Figure 26

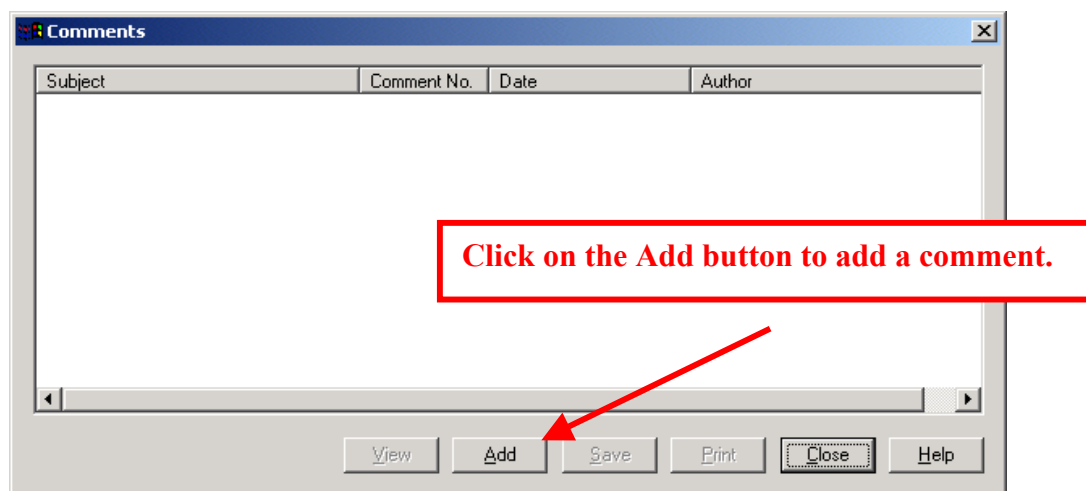


Figure 27

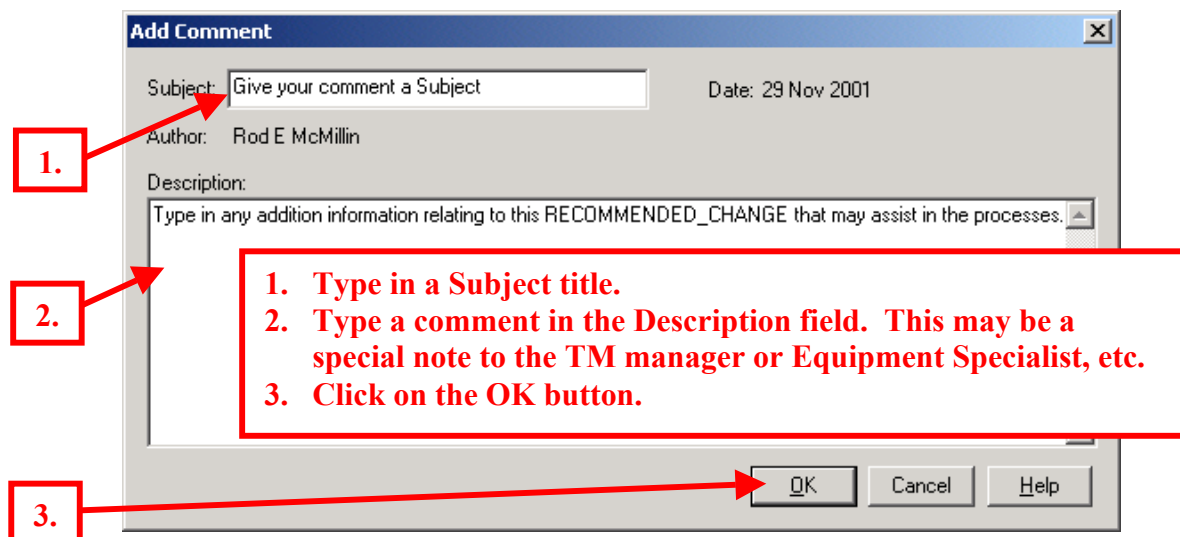


Figure 28

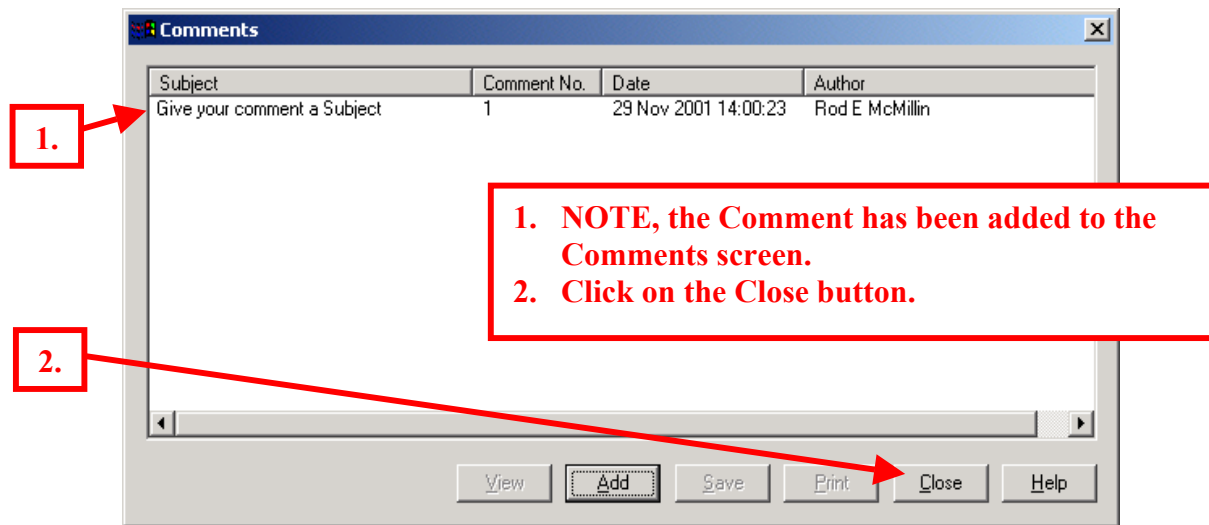


Figure 29

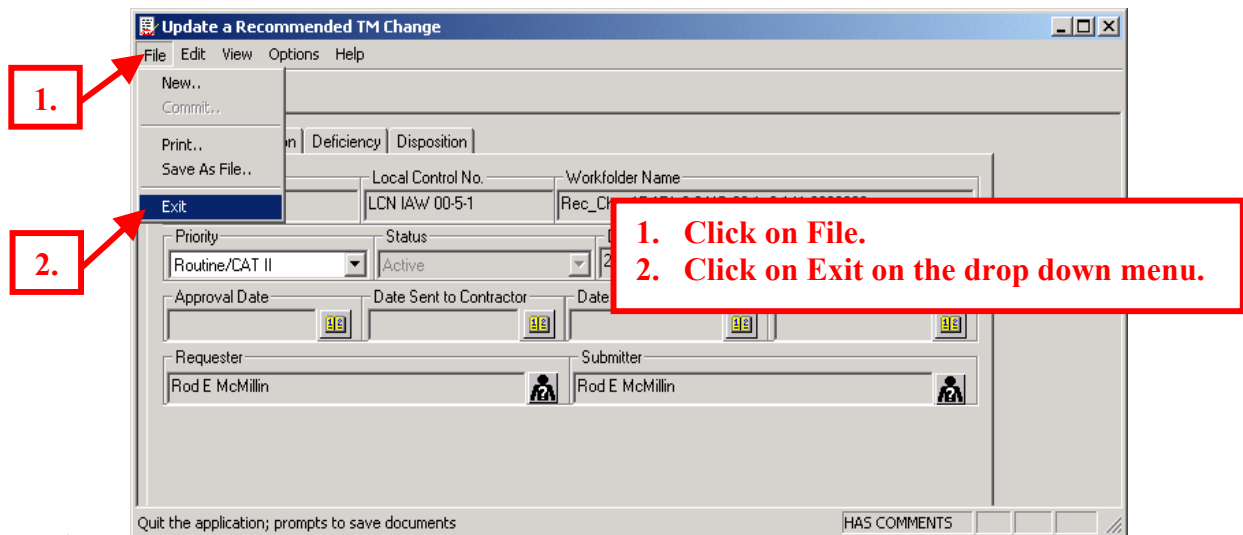


Figure 30

TO DO LIST FUNCTIONS

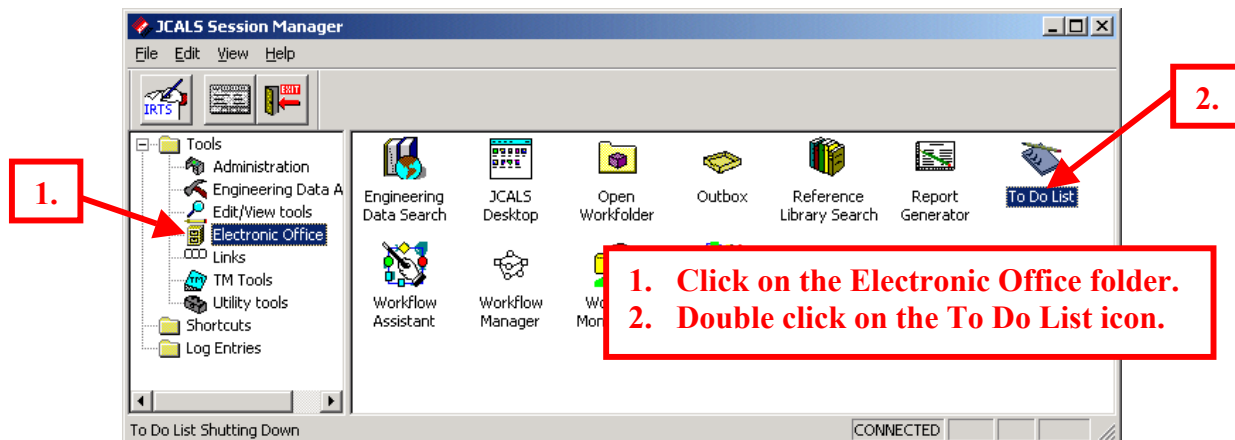


Figure 31

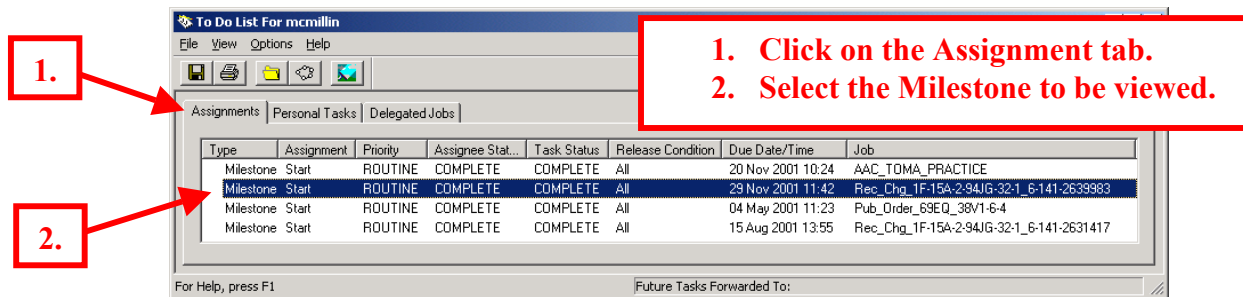


Figure 32

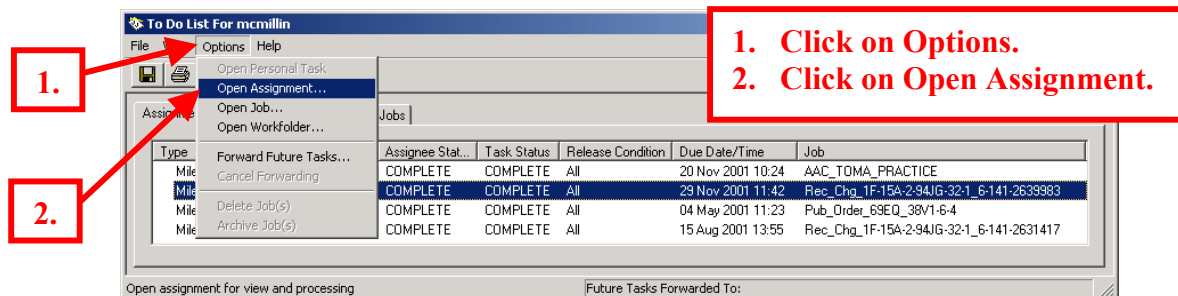


Figure 33

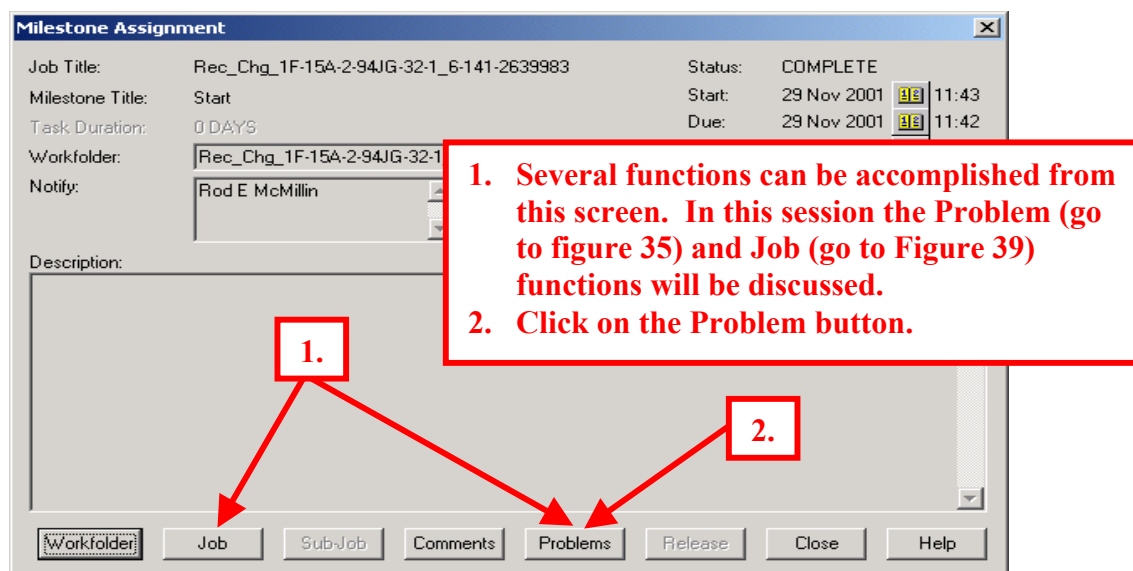


Figure 34

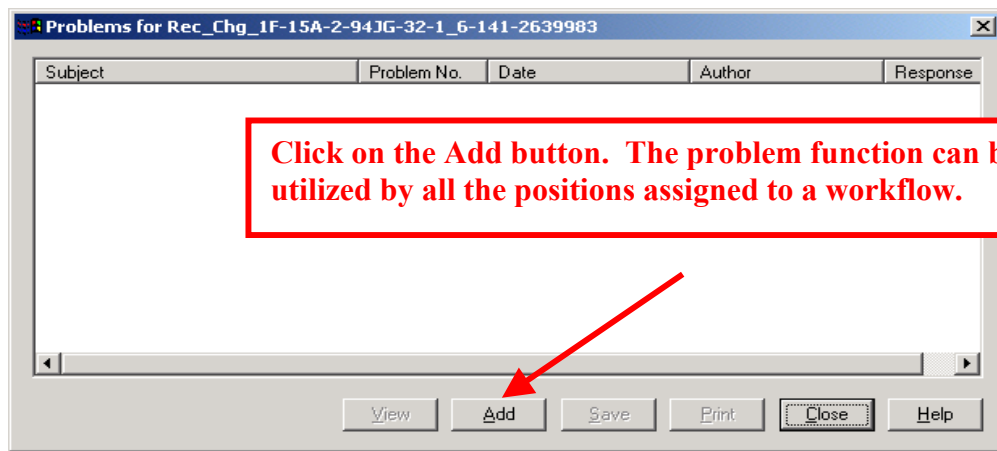


Figure 35

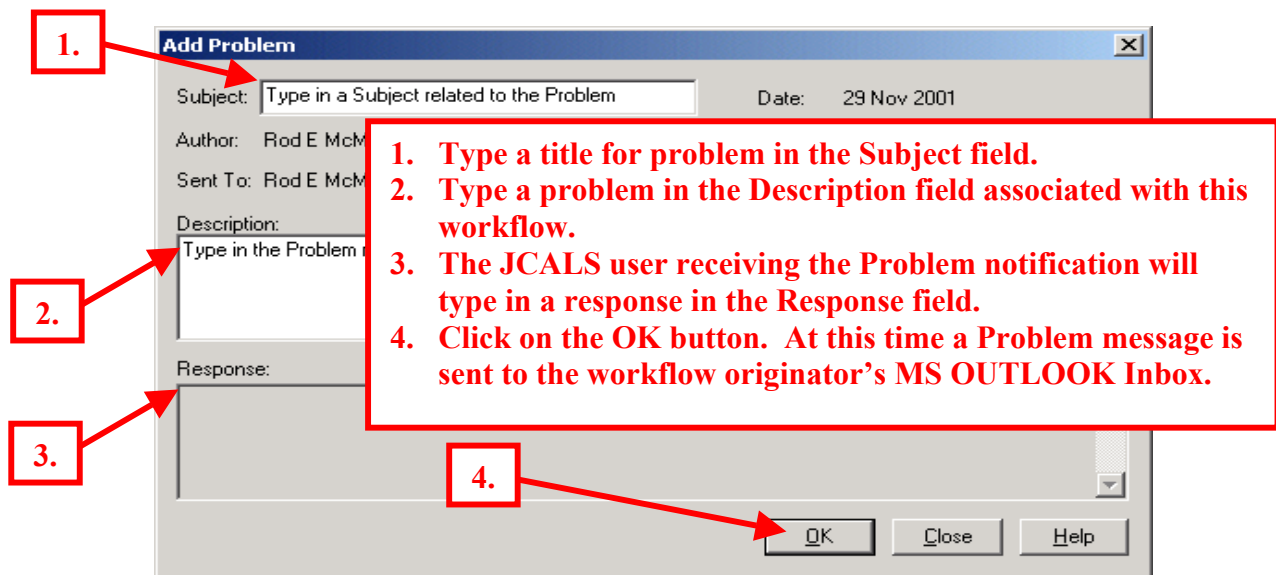


Figure 36

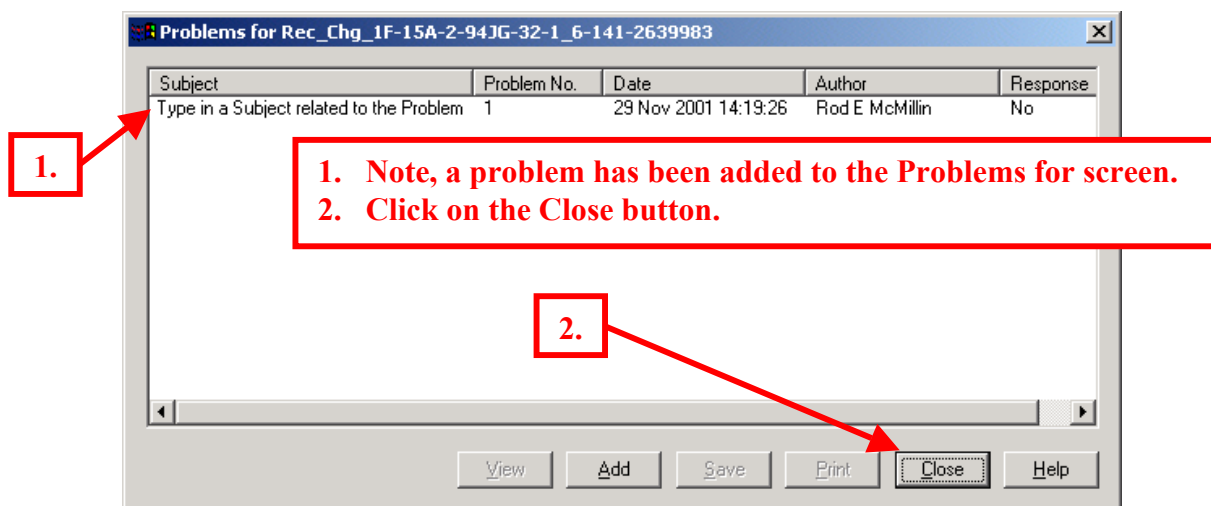


Figure 37

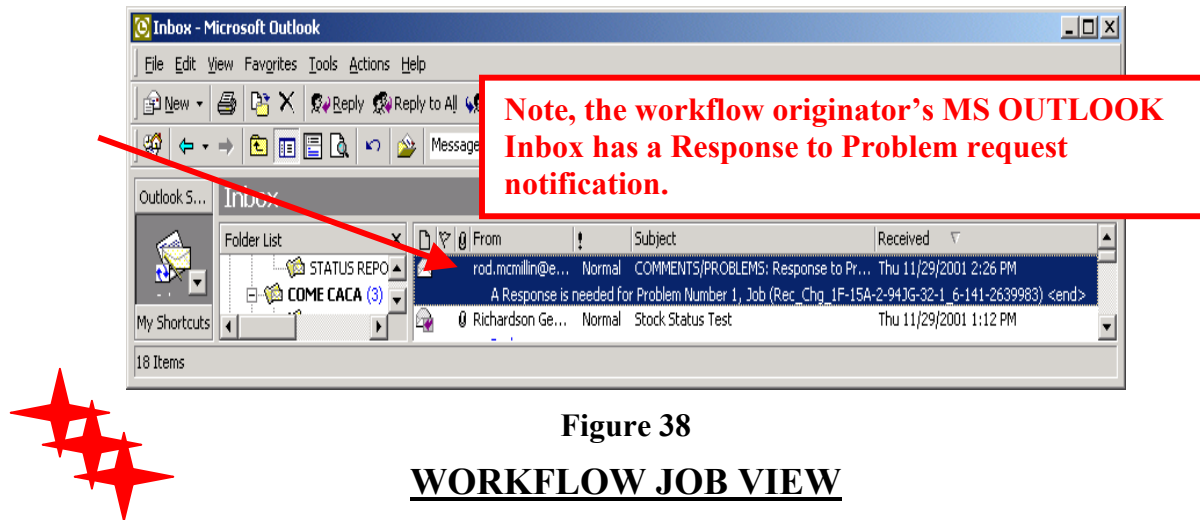


Figure 38

WORKFLOW JOB VIEW

Milestone Assignment

Job Title:	Rec_Chg_1F-15A-2-94JG-32-1_6-141-2639983	Status:	COMPLETE
Milestone Title:	Start	Start:	29 Nov 2001 11:43
Task Duration:	0 DAYS	Due:	29 Nov 2001 11:42
Workfolder:	Rec_Chg_1F-15A-2-94JG-32-1_6-141-2639983	Released:	29 Nov 2001 11:43
Notify:	Rod E McMillin	Priority:	ROUTINE
		SubJobs:	0

Description:

Click on the Job button to view the workflow screen.

Workflow buttons: Workfolder, Job, SubJob, Comments, Problems, Release, Close, Help

Figure 39

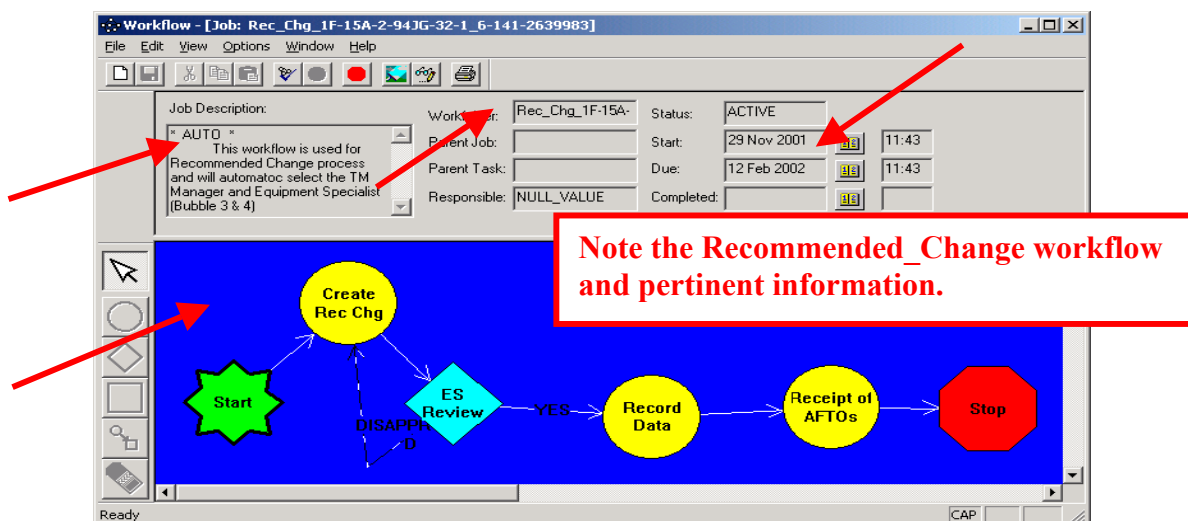


Figure 40

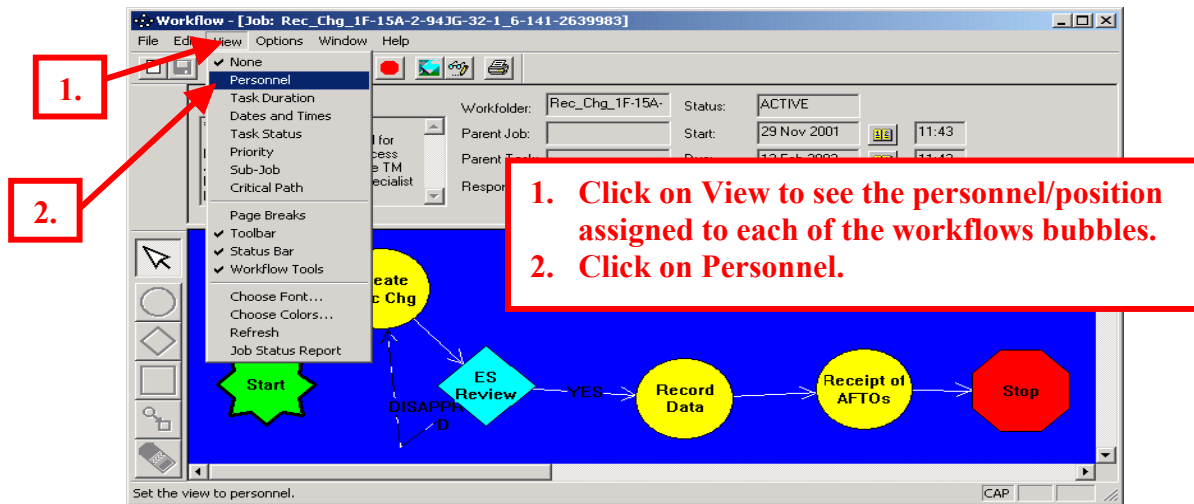


Figure 41

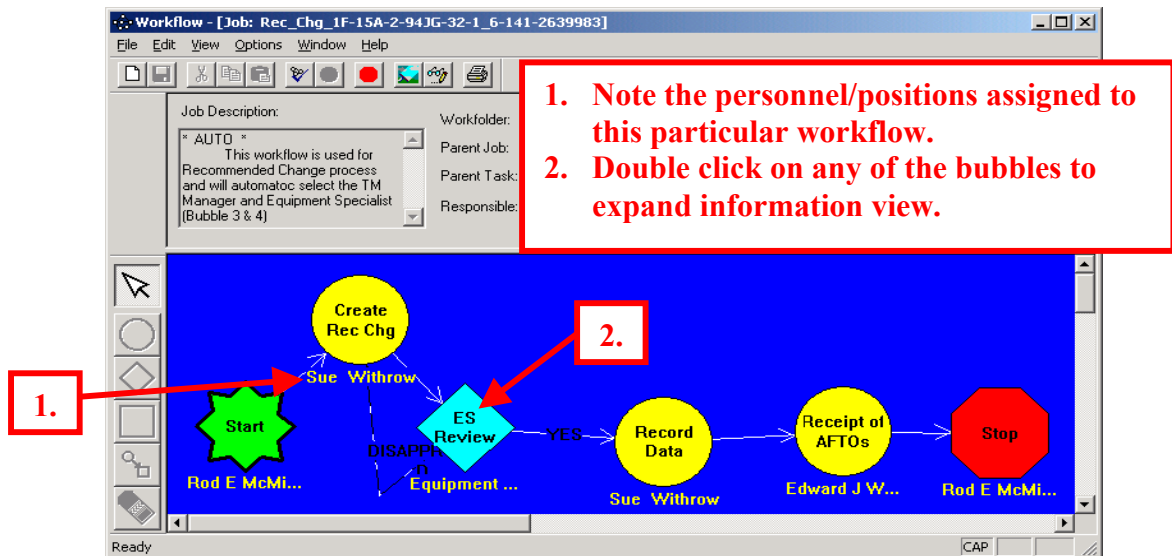


Figure 42

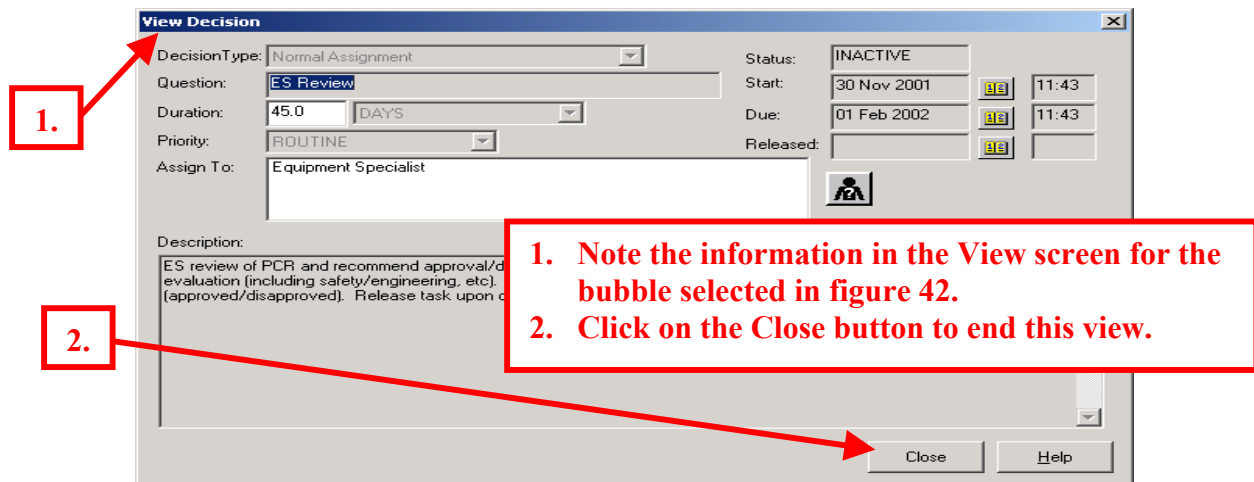


Figure 43

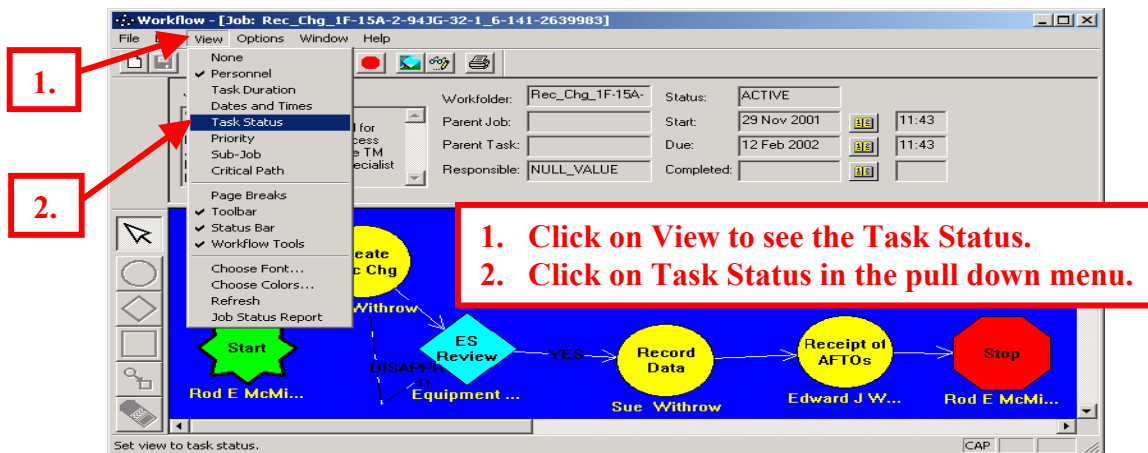


Figure 44

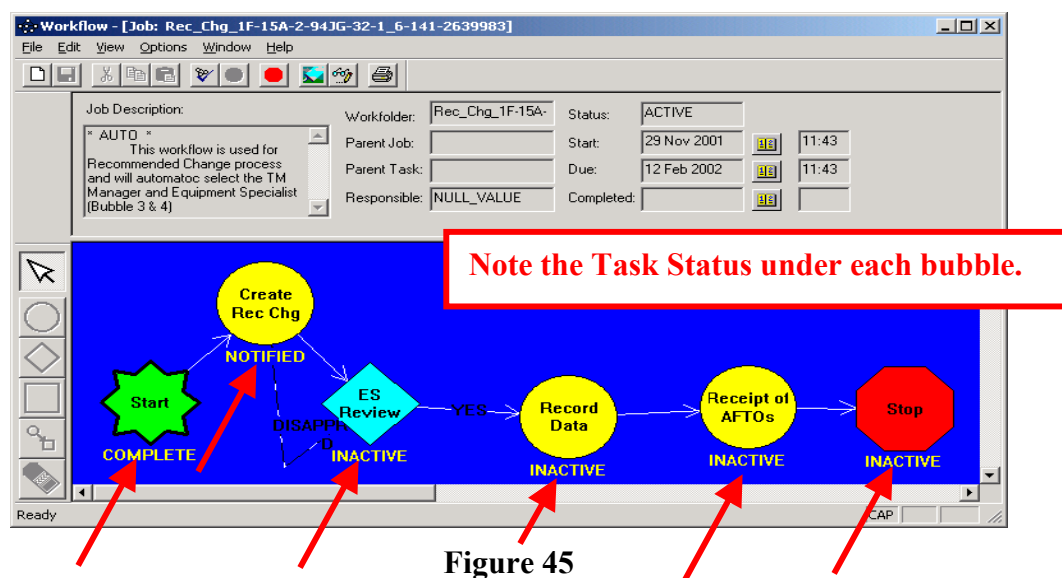


Figure 45

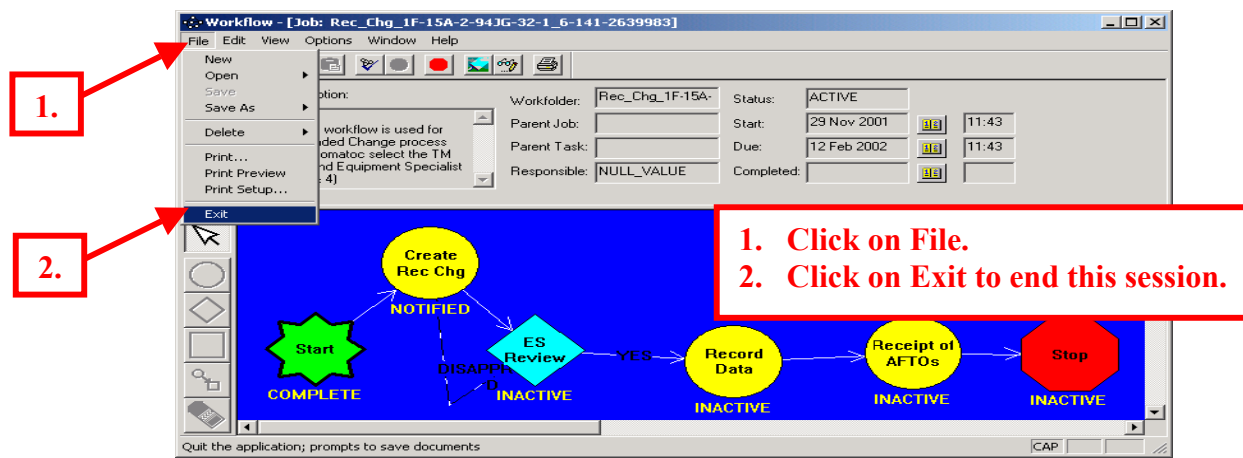


Figure 46

RETURN TO INDEX

JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

16.1. HQ ACC COORDINATION RECOMMEND A TM CHANGE

[RETURN TO INDEX](#)

16.1. HQ ACC COORDINATION - RECOMMEND A TM CHANGE

The following Training Aid was developed to provide visual instructions for completing a HQ ACC Coordinated - Recommend A TM Change via AFTO FORM 22. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a standalone instruction. This material is intended to provide users with the minimal requirements necessary to process a Recommend A TM Change. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the following assumptions:

1. The user has completed the JCALS Web Based Training (WBT) program.
2. The user is familiar with USAF directives pertaining to AFTO Form 22 processing.
3. The user is familiar with Organization and HQ MAJCOM routing of AFTO Forms 22 through the JCALS system.

Routing of an HQ ACC COORDINATION AFTO FORM 22 can be very complex. In many cases the routing of Recommend A TM Changes through the JCALS system has not been fully developed or defined. Adding to this problem, many of the MAJCOMs have not come on line with JCALS system.

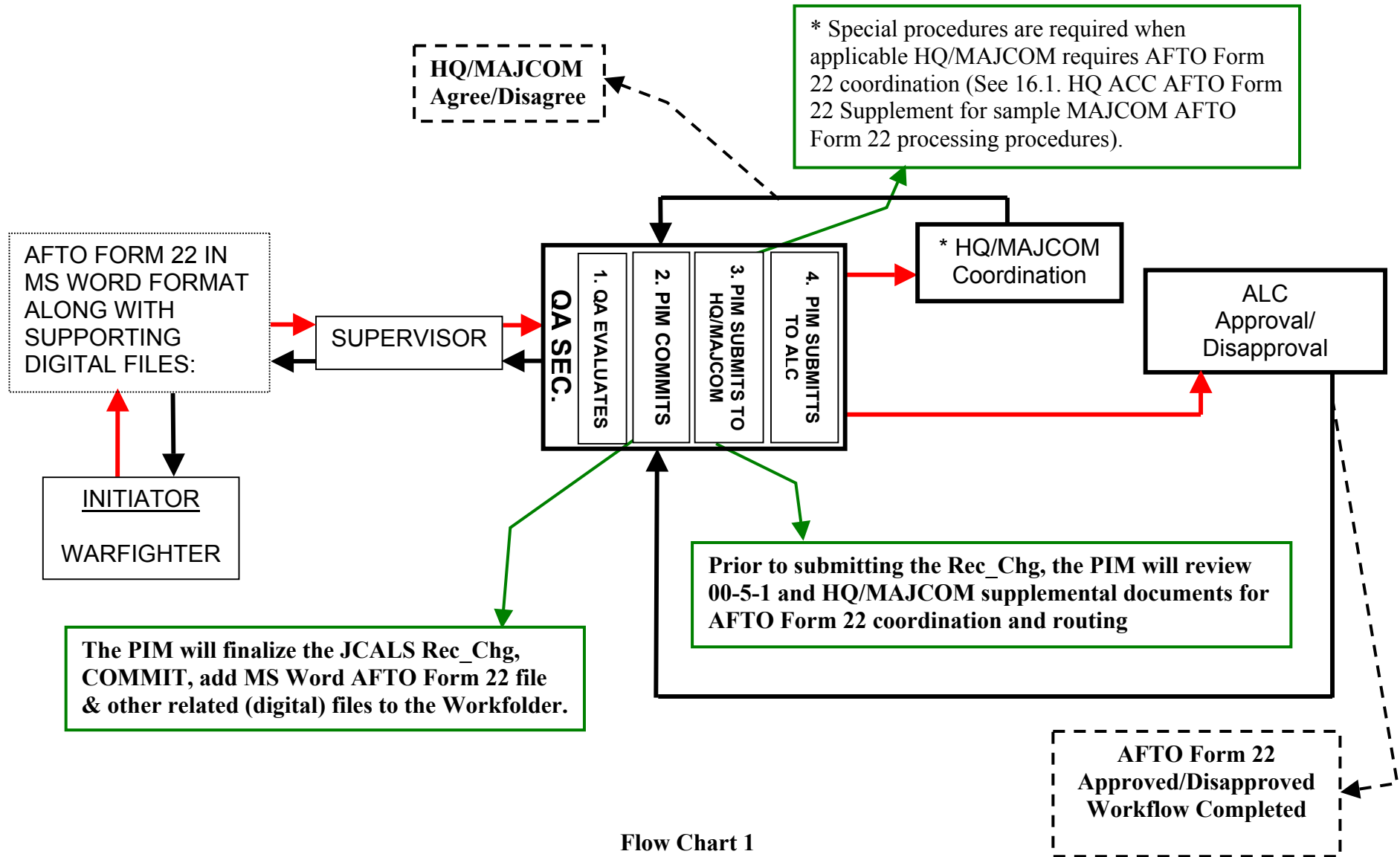
AFTO 22 in a Microsoft Word (.dot) format is available at:
<http://www.pdsm.wpafb.af.mil/toprac/afto22s.htm>

DRAFT AFTO FORM 22 PROCESSING GUIDANCE FROM HQ ACC

For ACC the PIM is the entry point for all AFTO 22's into JCALS. Workcenter personnel will email or hand carry AFTO Forms 22 to the PIM who then inputs into JCALS. There may be a very small number of offices outside of the PIM who generate enough AFTO Form 22 traffic that they will use JCALS and a local workflow to flow it to the PIM, this will be determined on a base-by-base case.

The PIM will send the Rec. Change directly to the appropriate ALC or use a workflow and route it for review IAW ACC sup. TO 00-5-1. Most of the reviewers are in HQ ACC but there are exceptions and those exceptions are not JCALS users at this time. In that case the AFTO Form 22 will need to be sent using current methods outside JCALS. If a HQ ACC reviewer who is a JCALS user needs to further coordinate with a site who is not a JCALS user then the AFTO Form 22 is removed from the workfolder and routed via email. When the coordination is complete and returned it will be placed back into JCALS and released back to the PIM. The stop milestone sends a note to the PIM indicating the HQ ACC Coordinated Rec. Change is completed and ready for submittal to the ALC. Currently the local workflow used for HQ ACC includes all offices identified in ACC sup to 00-5-1. This eliminates having to customize a workflow one for each site based on weapon system used.

TECH MANUAL CHANGE PROCESS



3.11 RECOMMENDING A TM CHANGE

NOTE: Procedures covered in section 16., Figures 1 through 10 of the JCALS TODO FUNCTIONAL USERS GUIDE must be completed prior to processing a JCALS Recommended TM Change for HQ ACC Coordination.

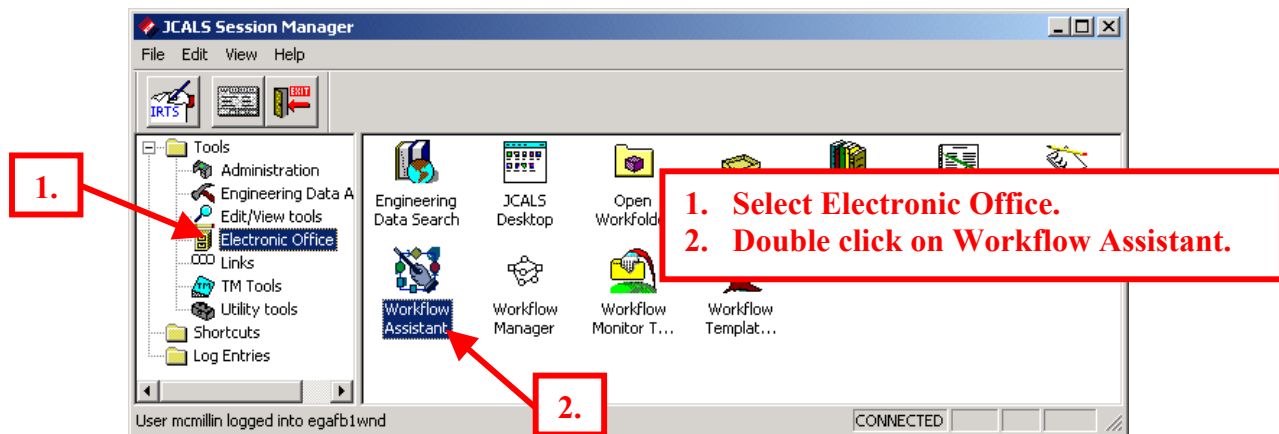


Figure 1

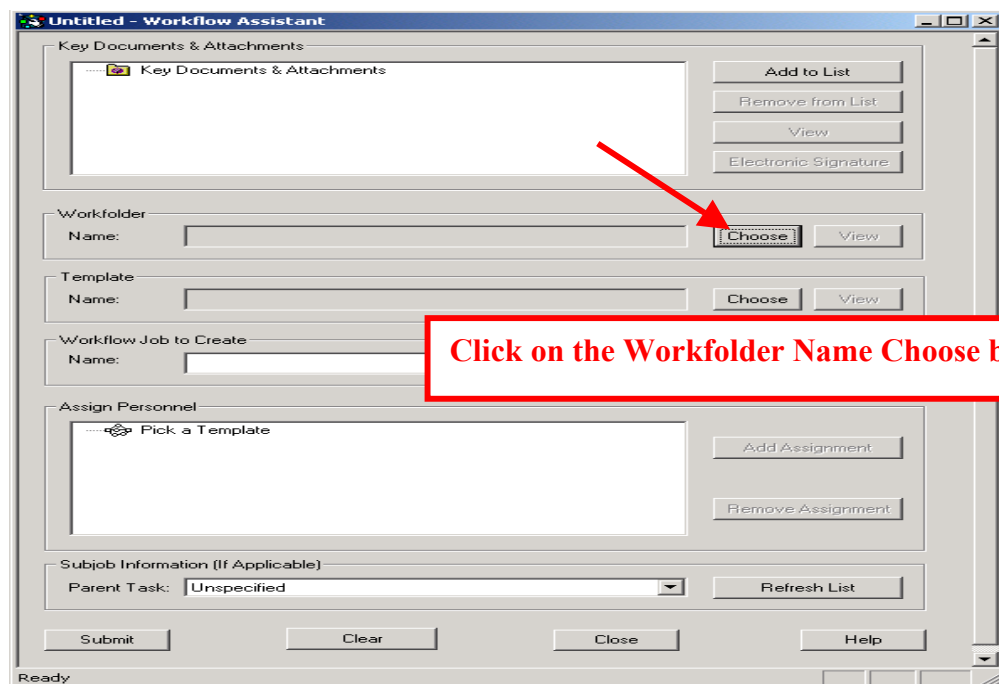


Figure 2

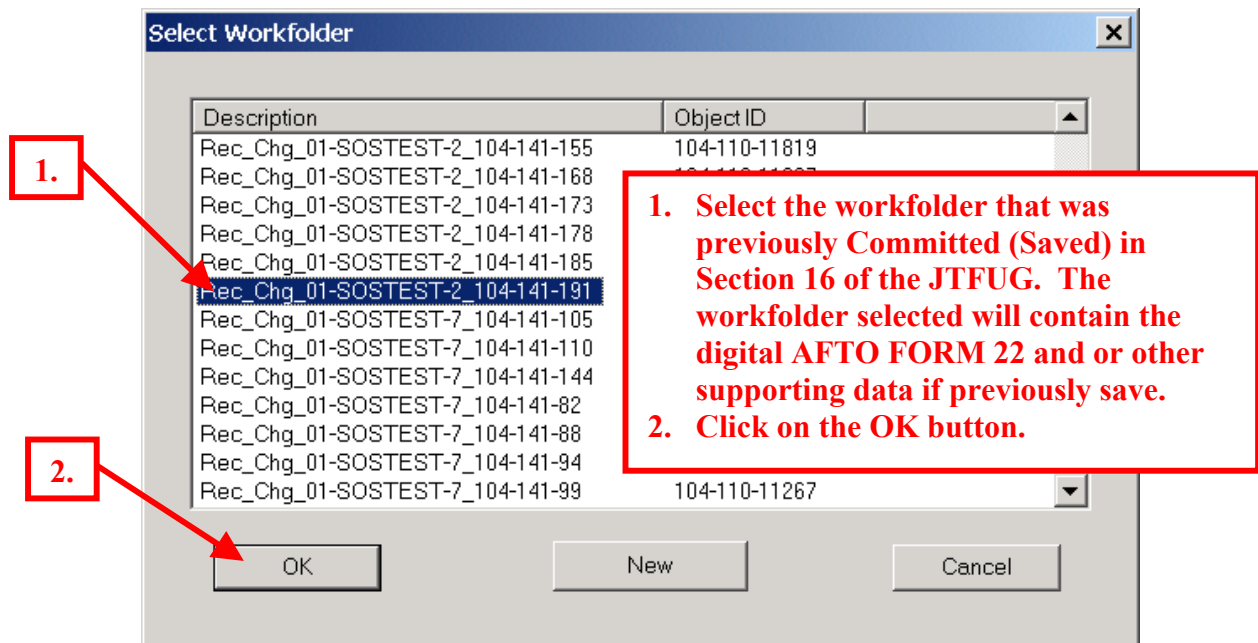


Figure 3

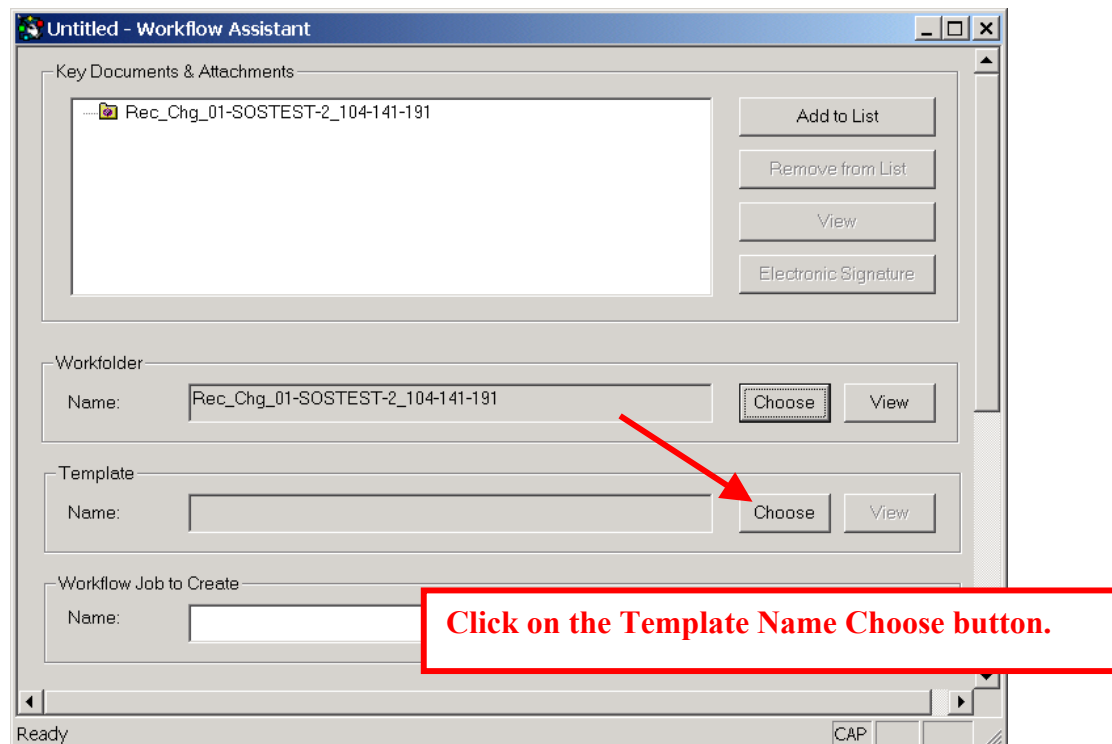
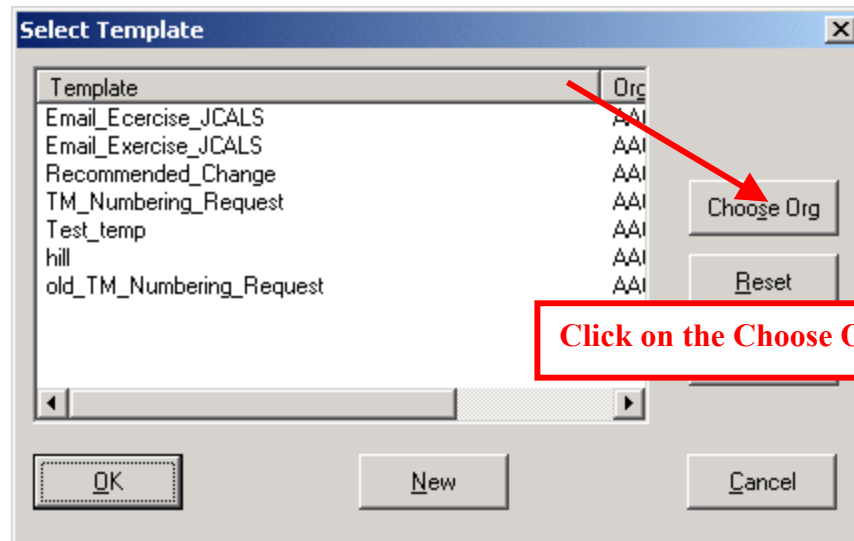
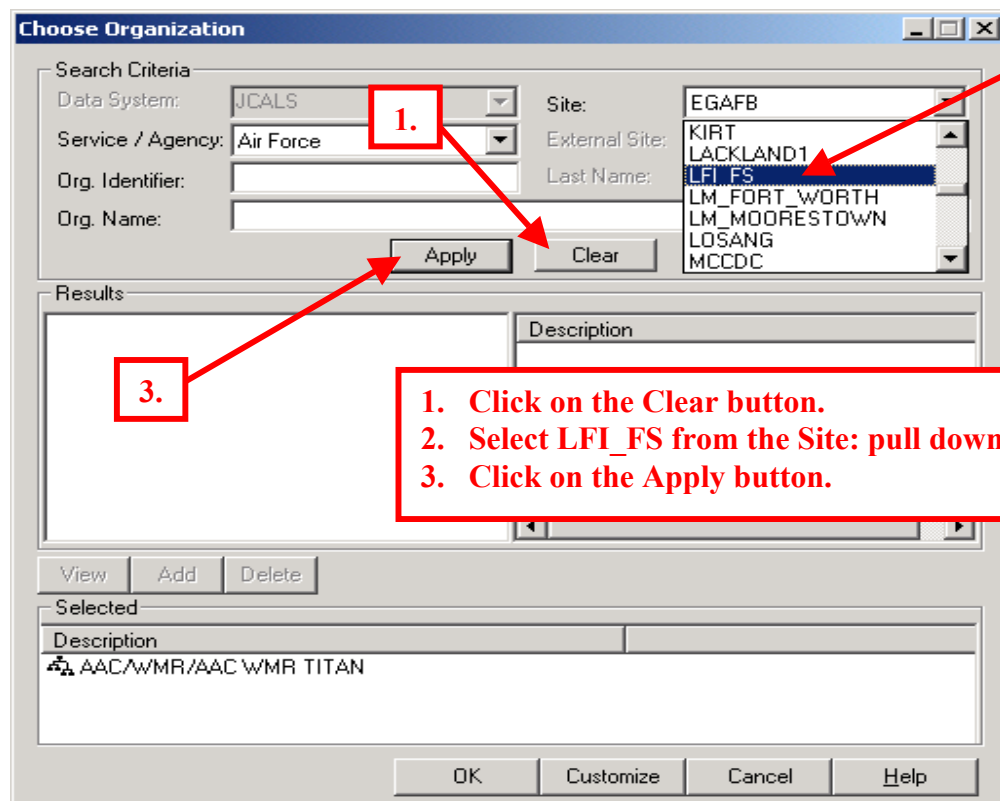


Figure 4



Click on the Choose Org button.

Figure 5



1. Click on the Clear button.
2. Select LFI_FS from the Site: pull down menu.
3. Click on the Apply button.

Figure 6

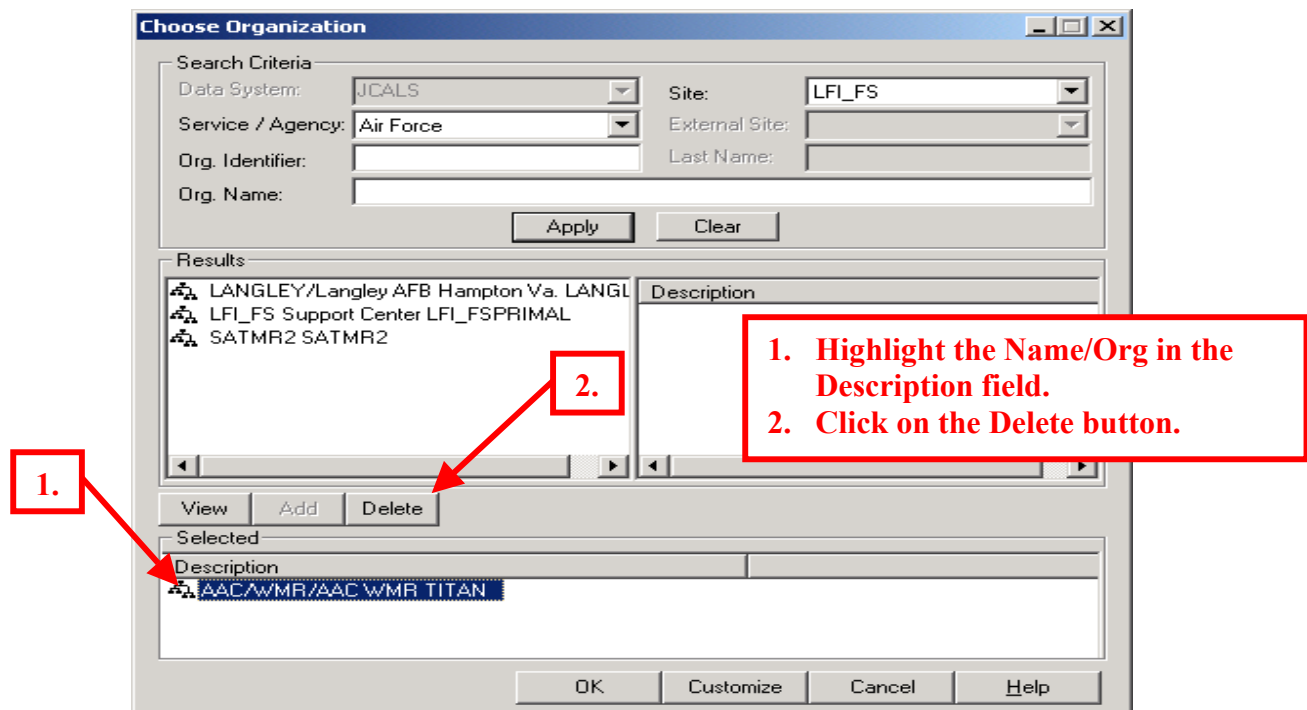


Figure 7

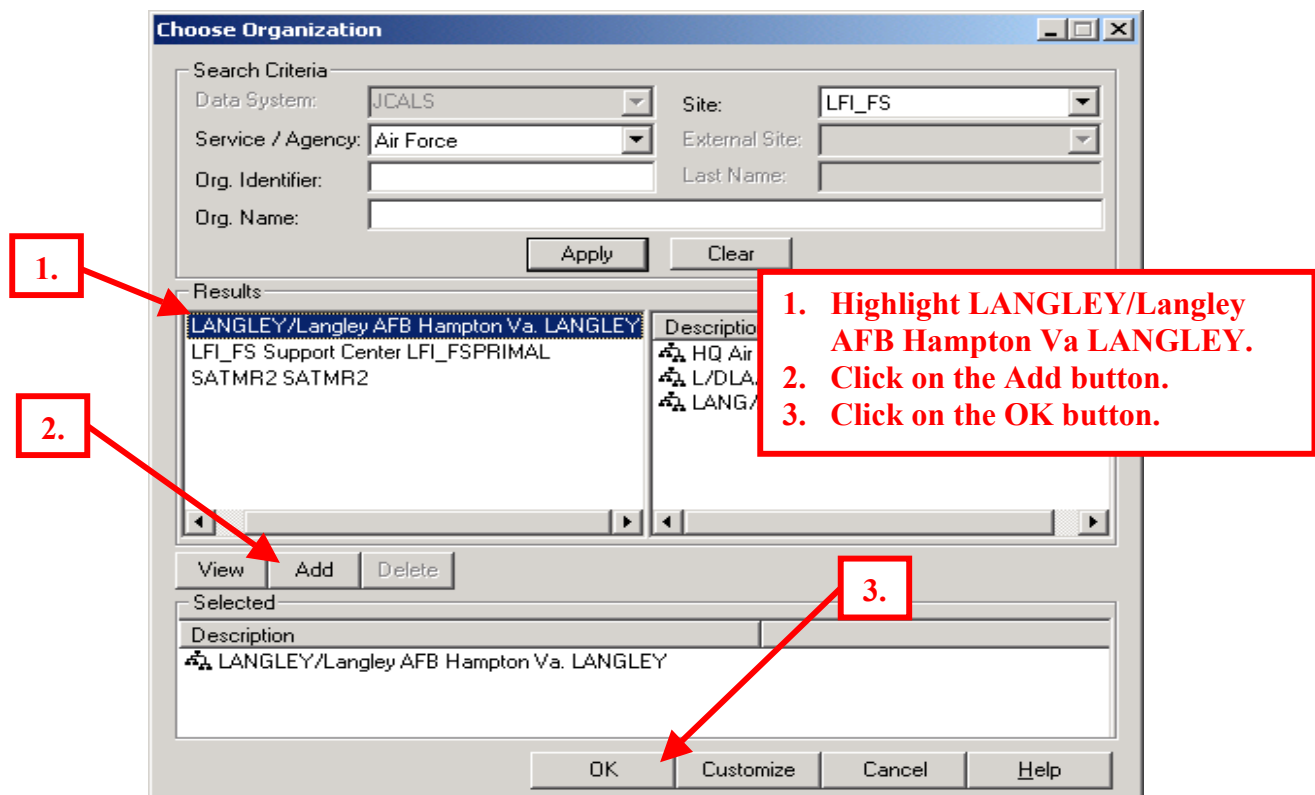


Figure 8

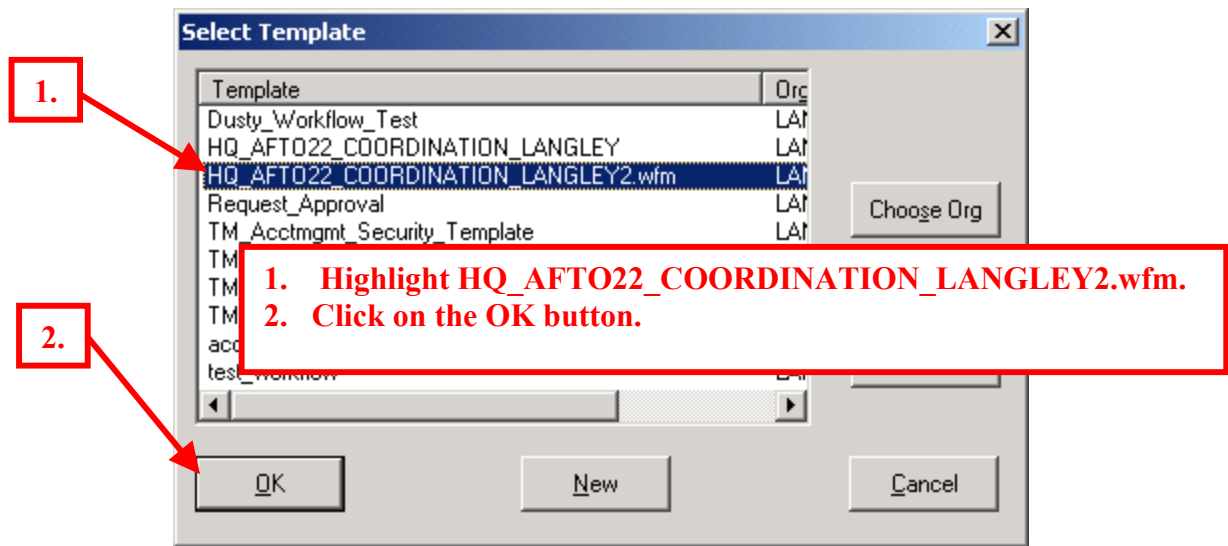


Figure 9

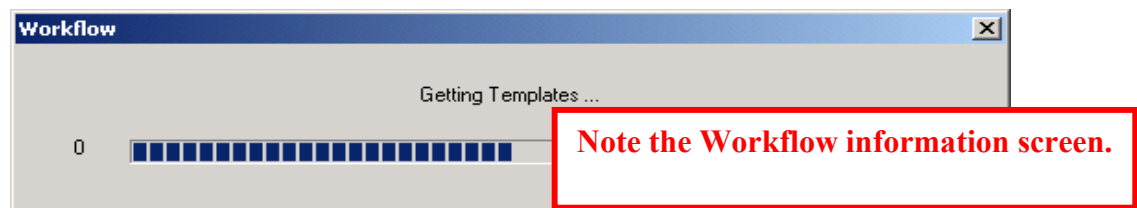


Figure 10

PAY SPECIAL ATTENTION TO THE FOLLOWING STEPS

1. Pull the Assigned Personnel scroll bar to the top of the screen.

NOTE: The following task and decision bubbles must be changed from Brooke E Jensen to reflect the name of the PIM submitting this Recommended Change.

2. Change the Assigned Personnel Start bubble from Brooke E Jensen to the PIM's name (See Figure 12).
3. Change the Assigned Personnel Stop bubble from Brooke E Jensen to the PIM's name (See Figure 16).
4. Change the Assigned Personnel PIM Submit decision bubble to the PIM's name (See Figure 20).
5. Change the Assigned Personnel PIM bubble from Brooke E Jensen to the PIM's name (See Figure 24).

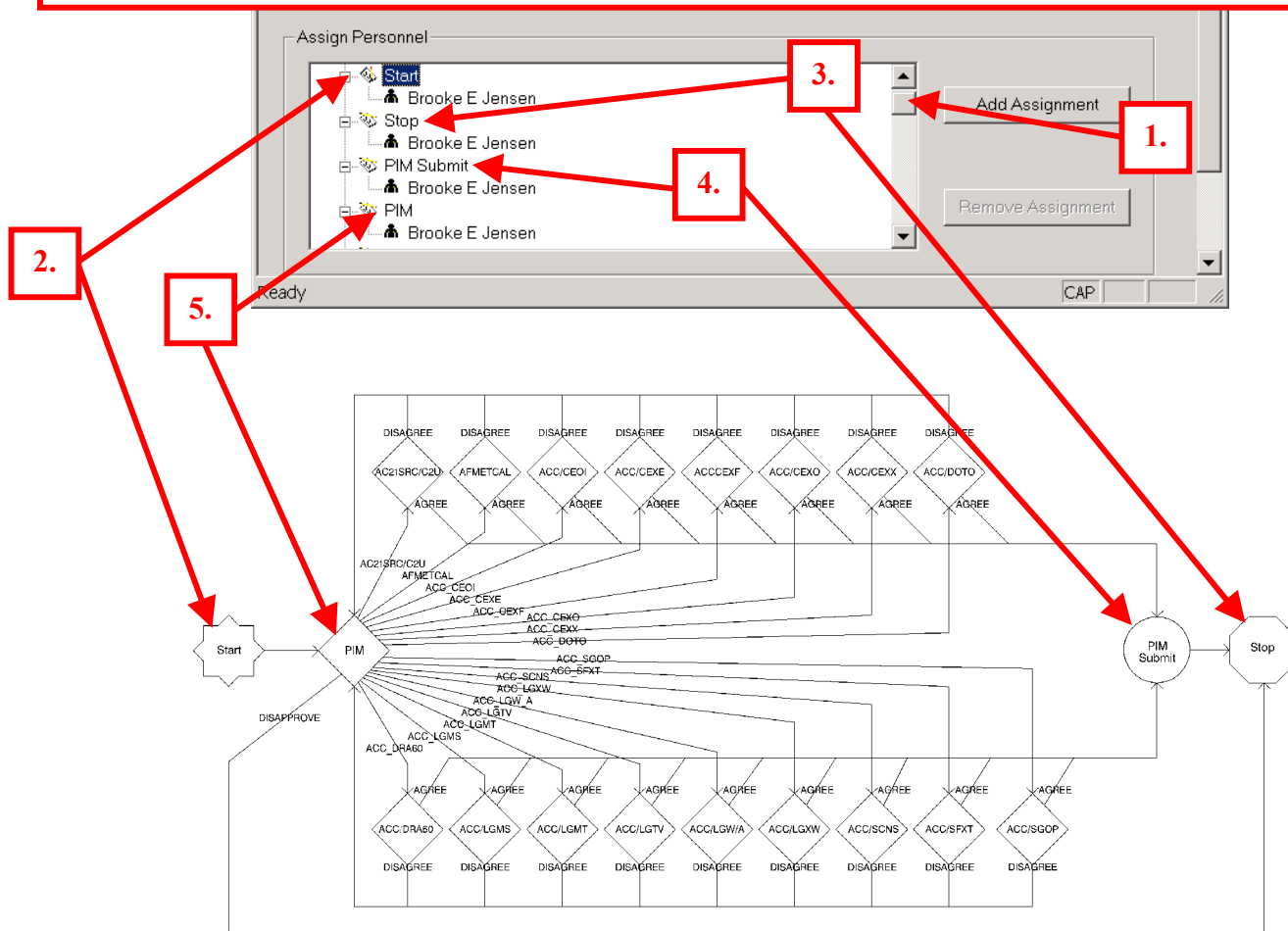


Figure 11

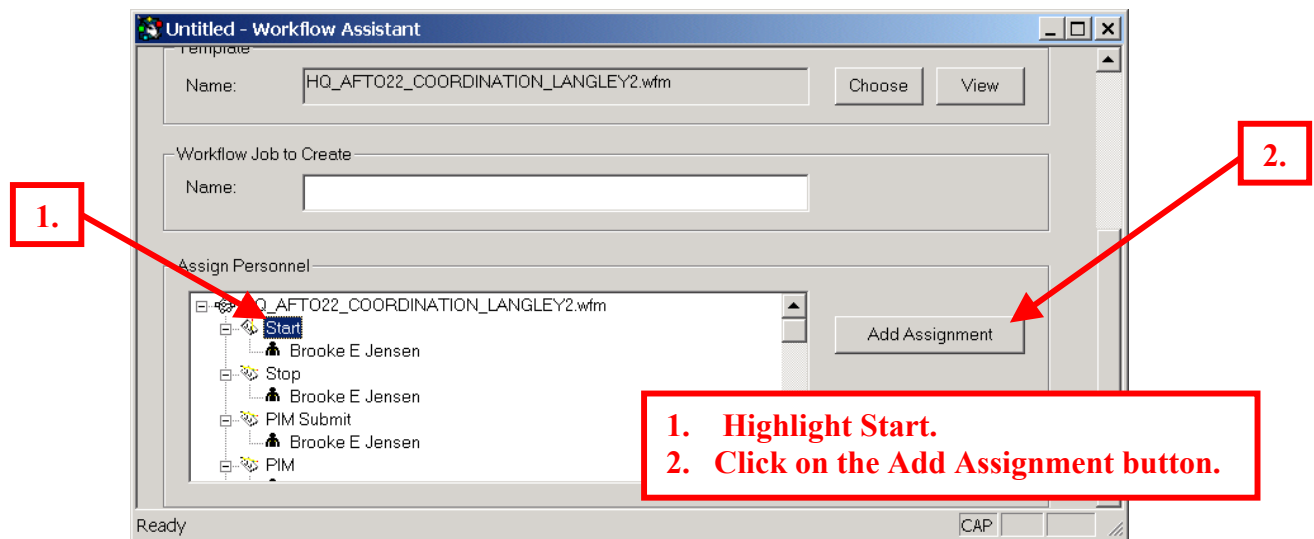


Figure 12

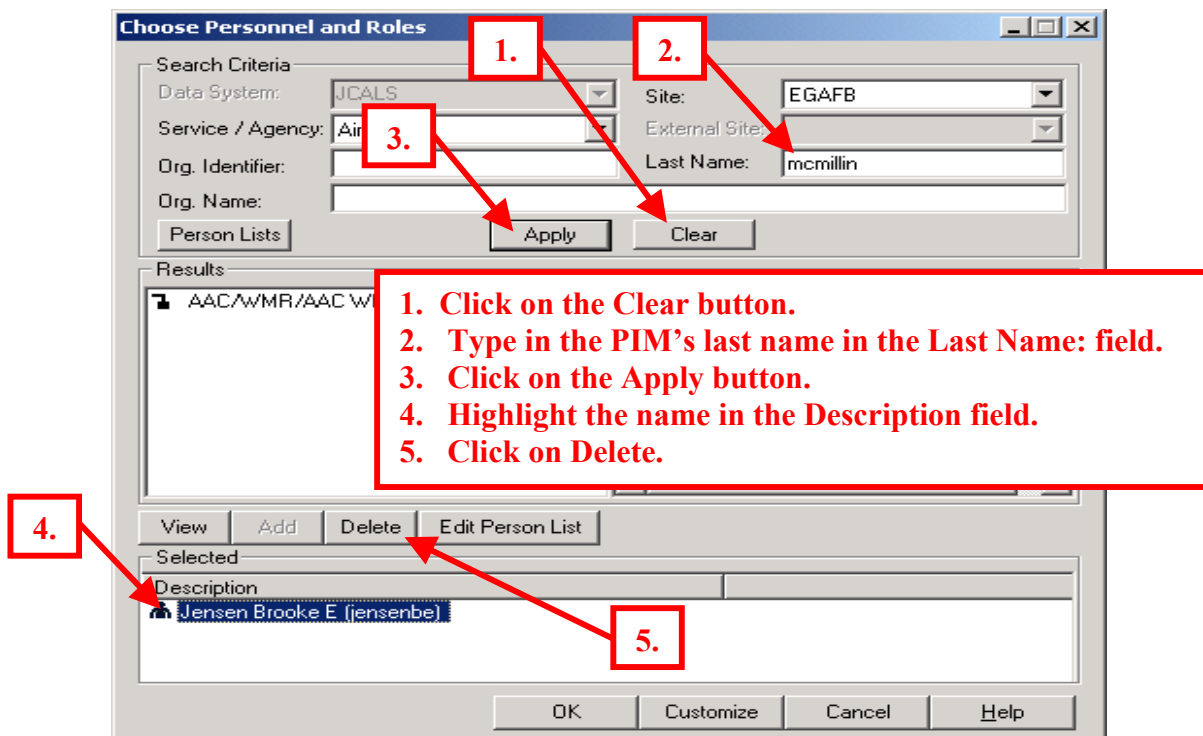


Figure 13

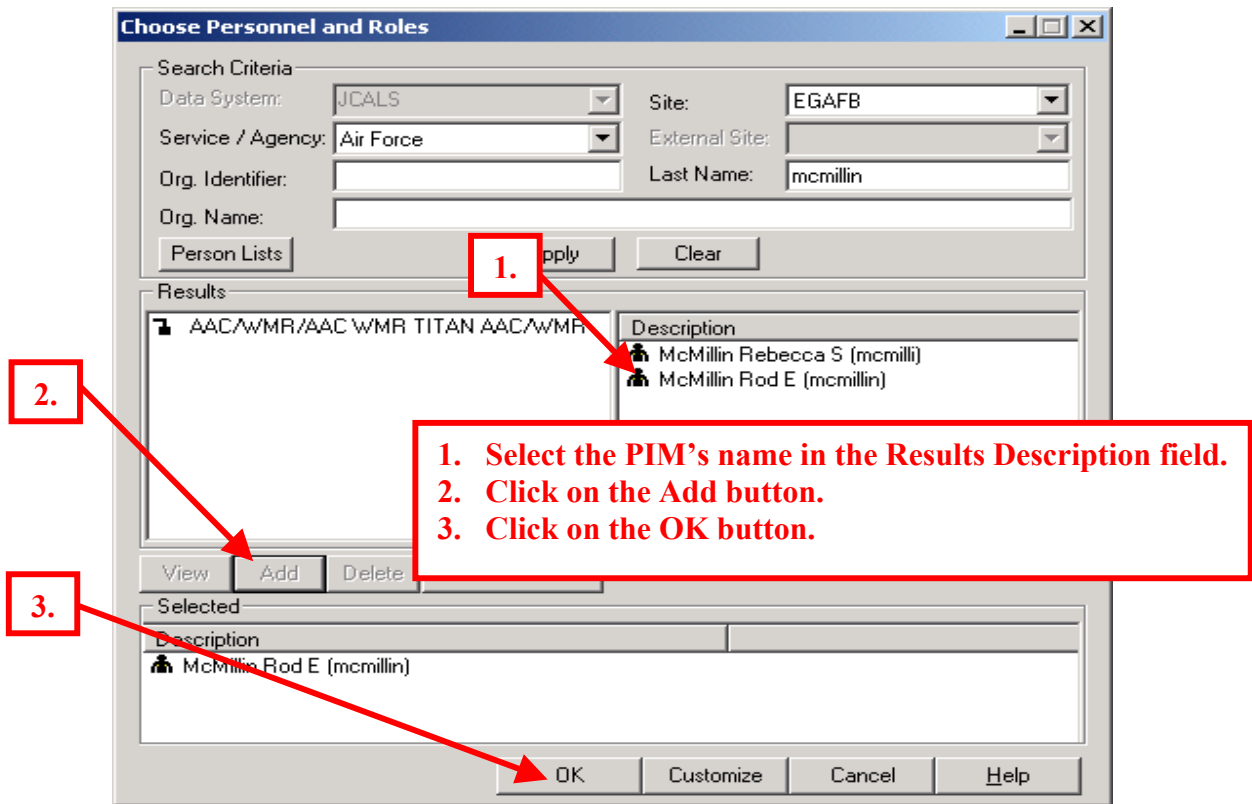


Figure 14

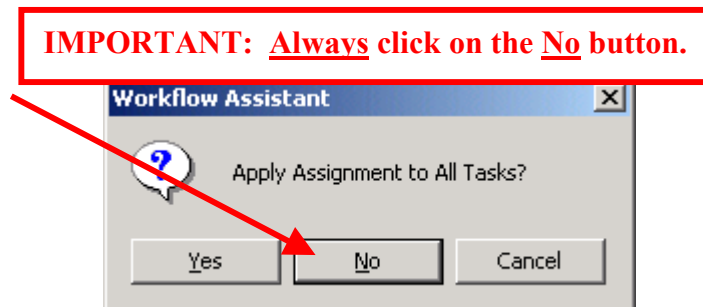


Figure 15

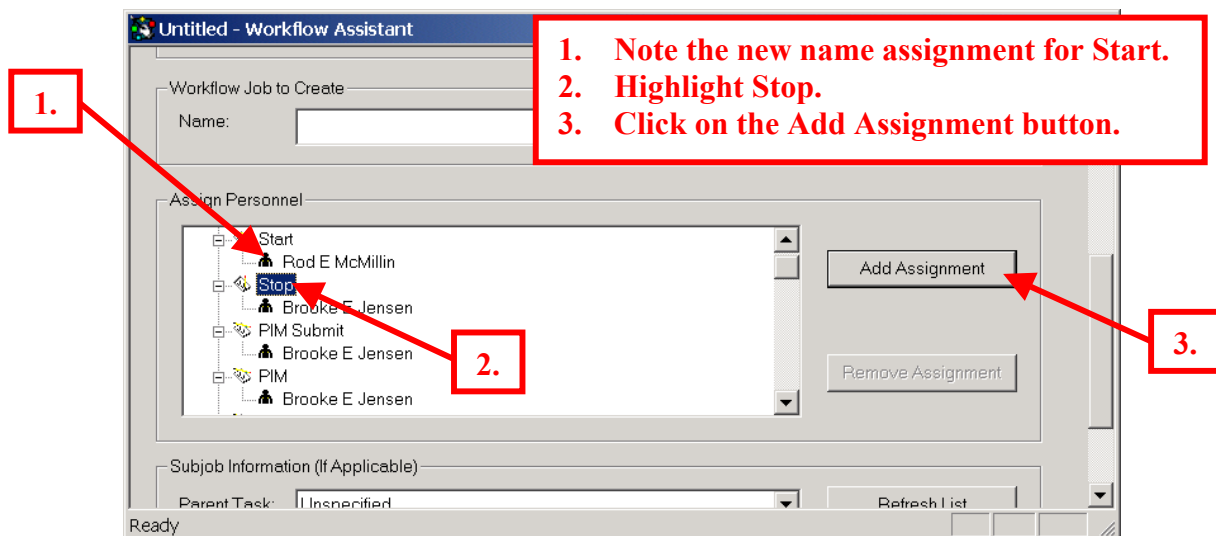


Figure 16

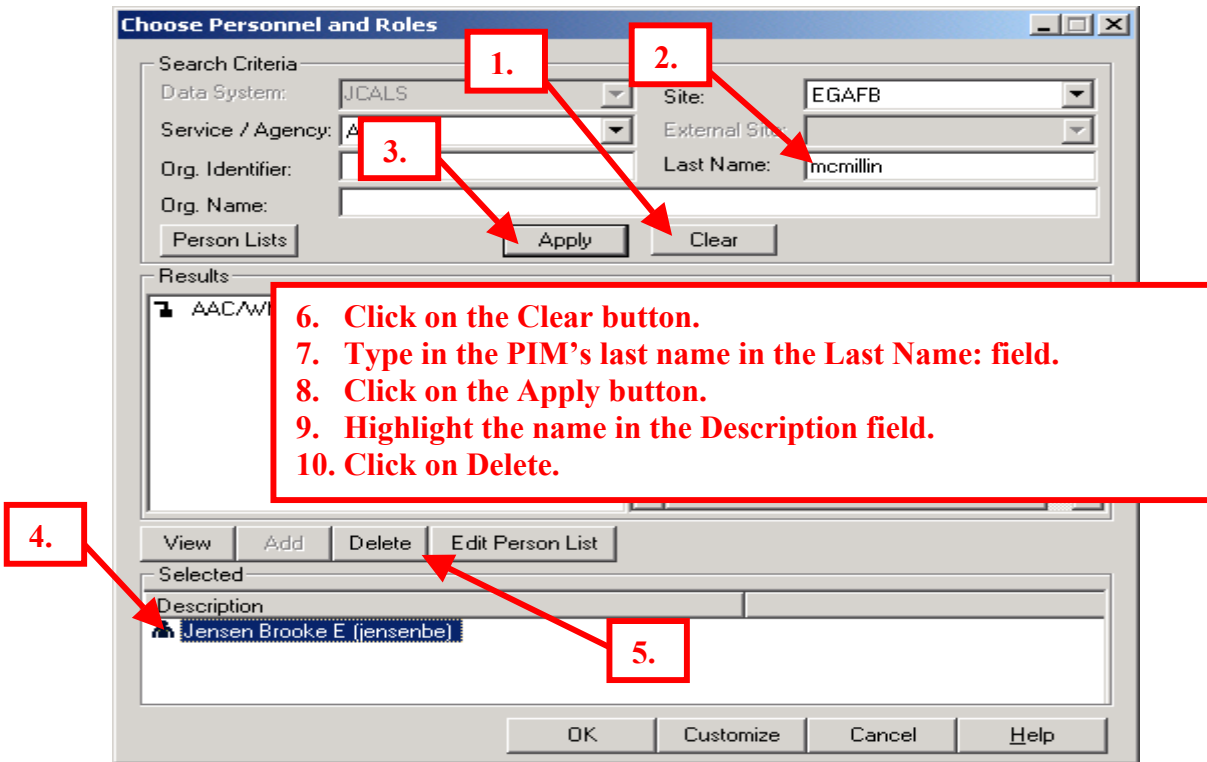


Figure 17

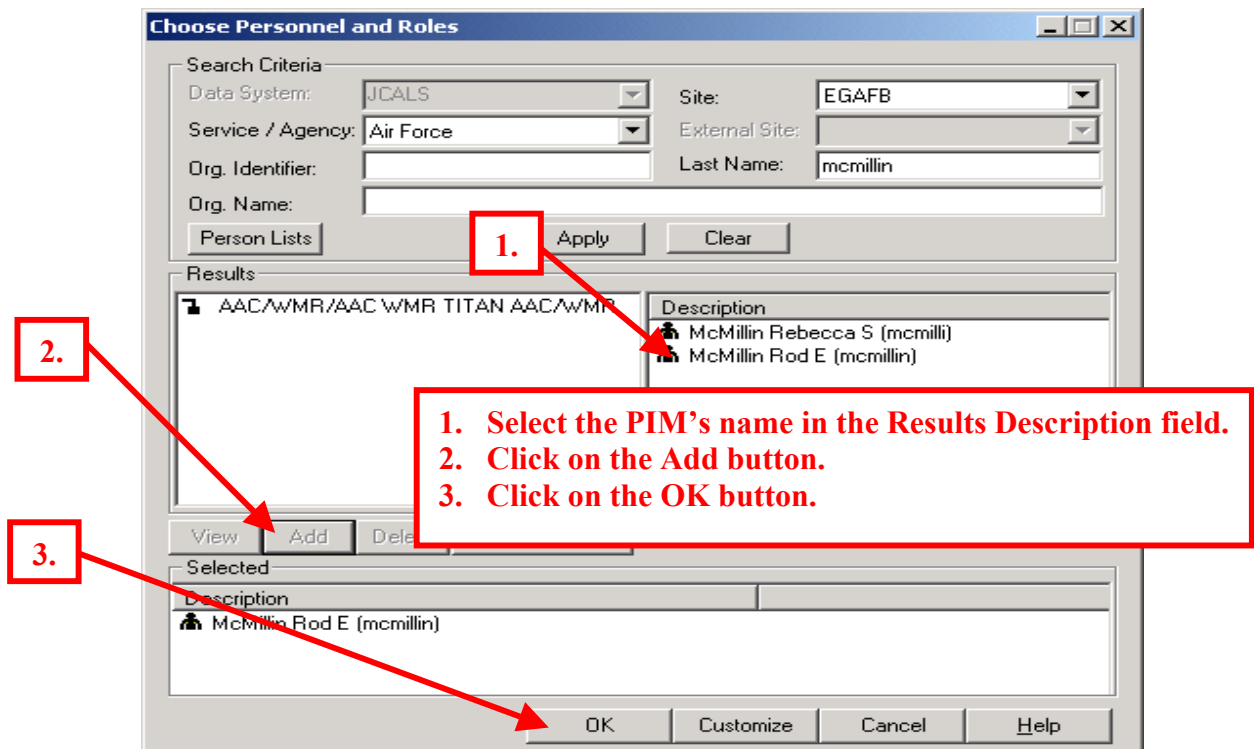


Figure 18

IMPORTANT: Always click on the No button.

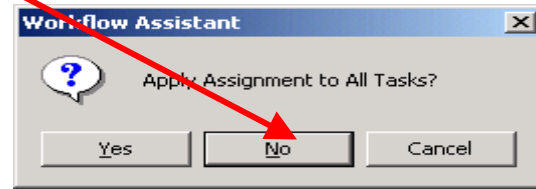


Figure 19

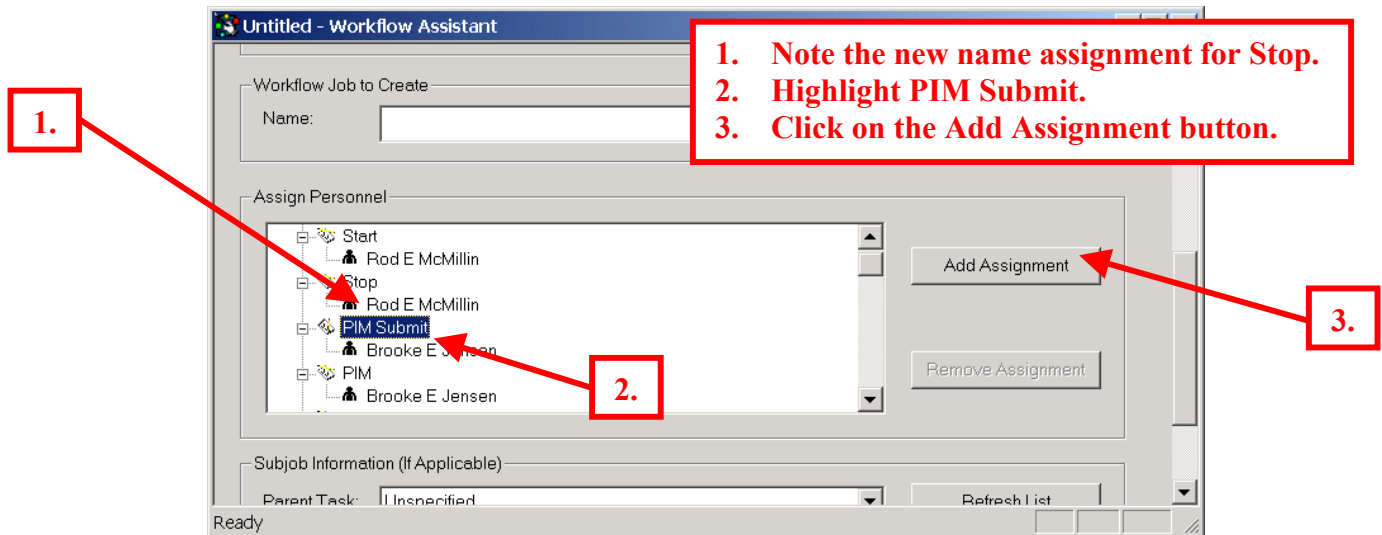


Figure 20

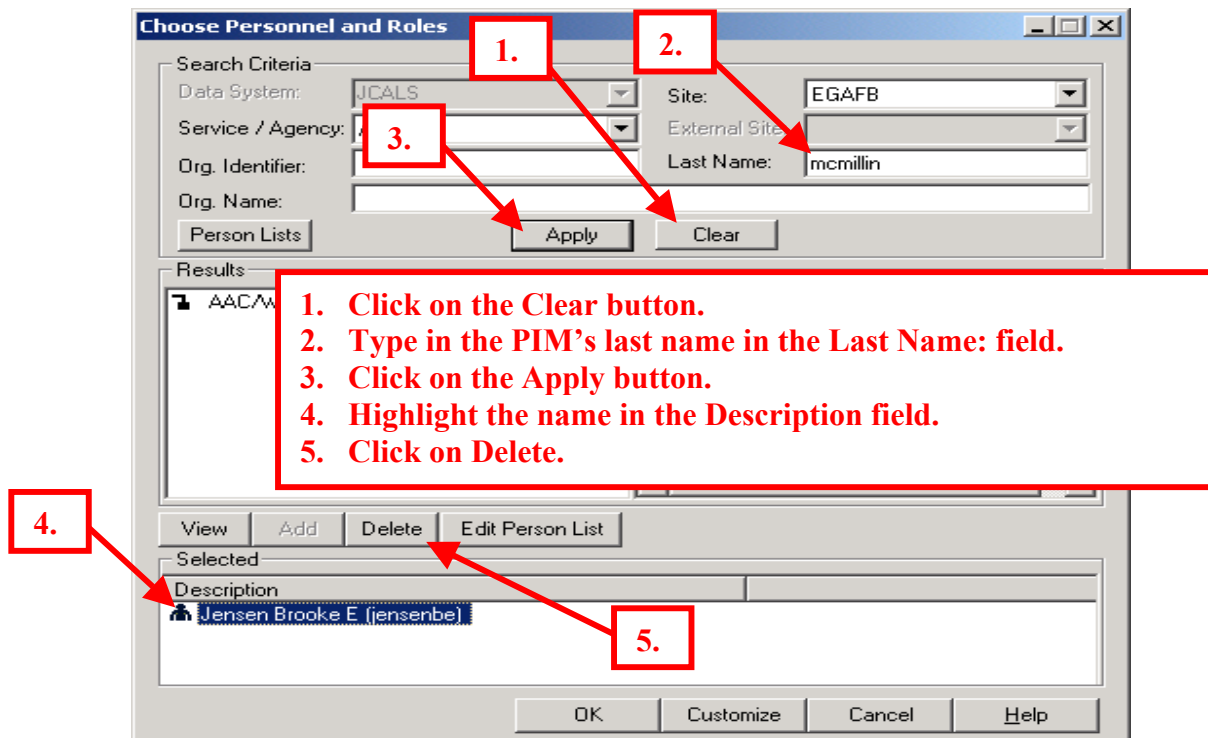


Figure 21

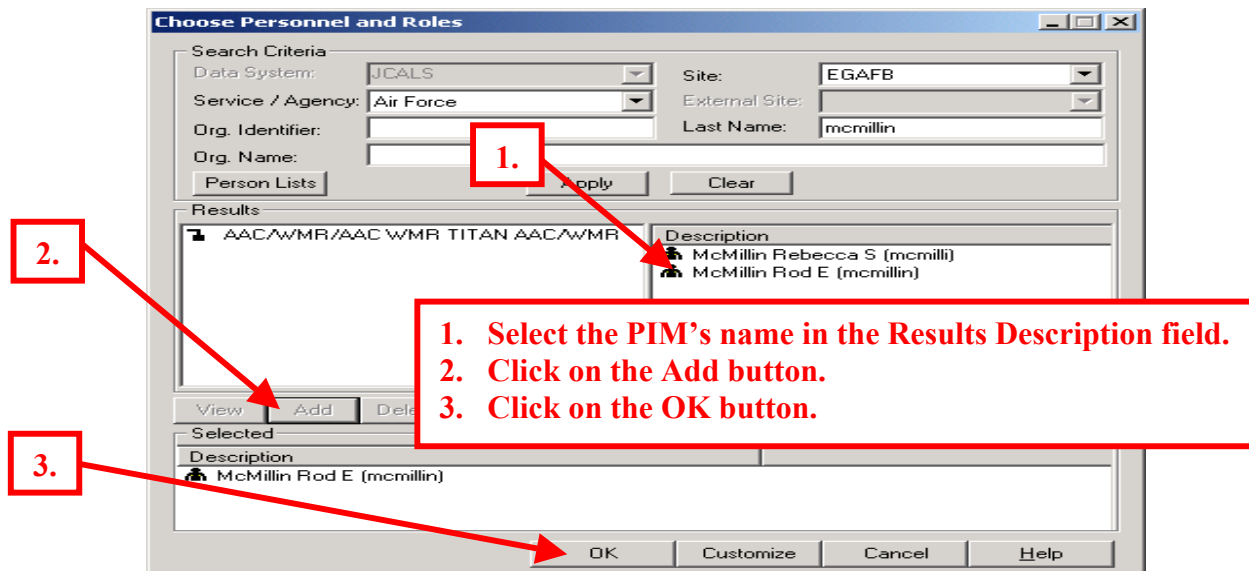


Figure 22

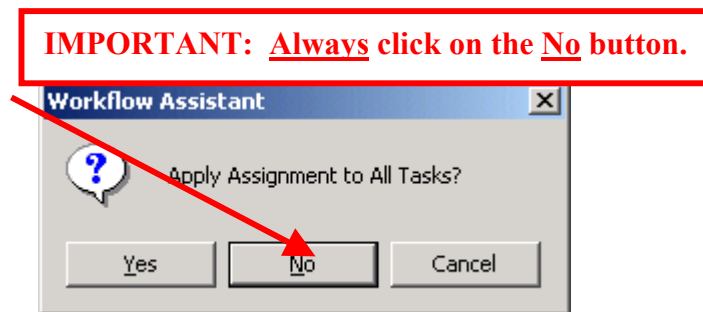


Figure 23

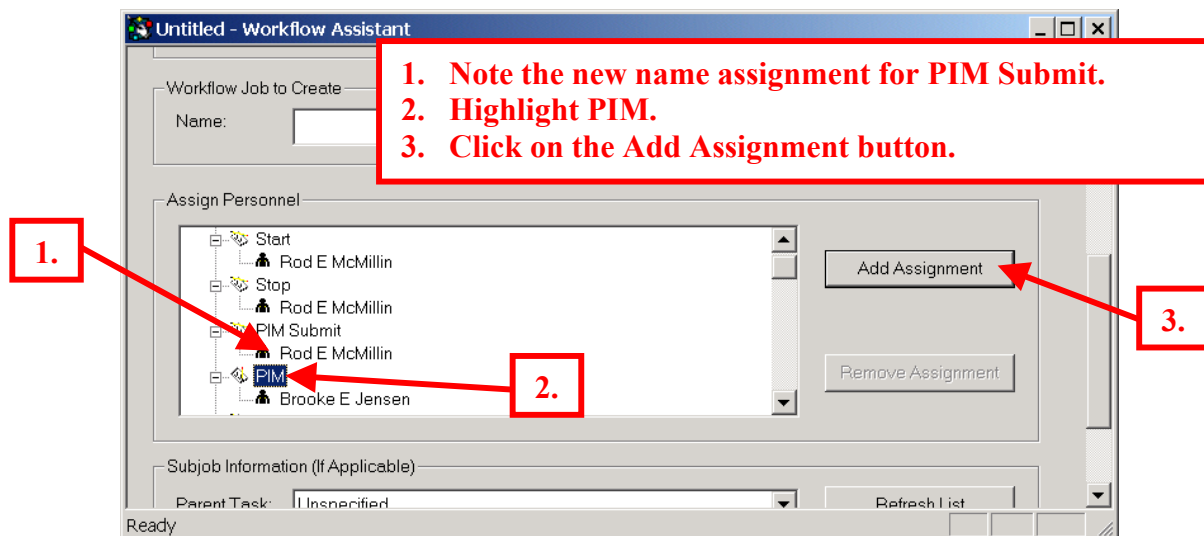


Figure 24

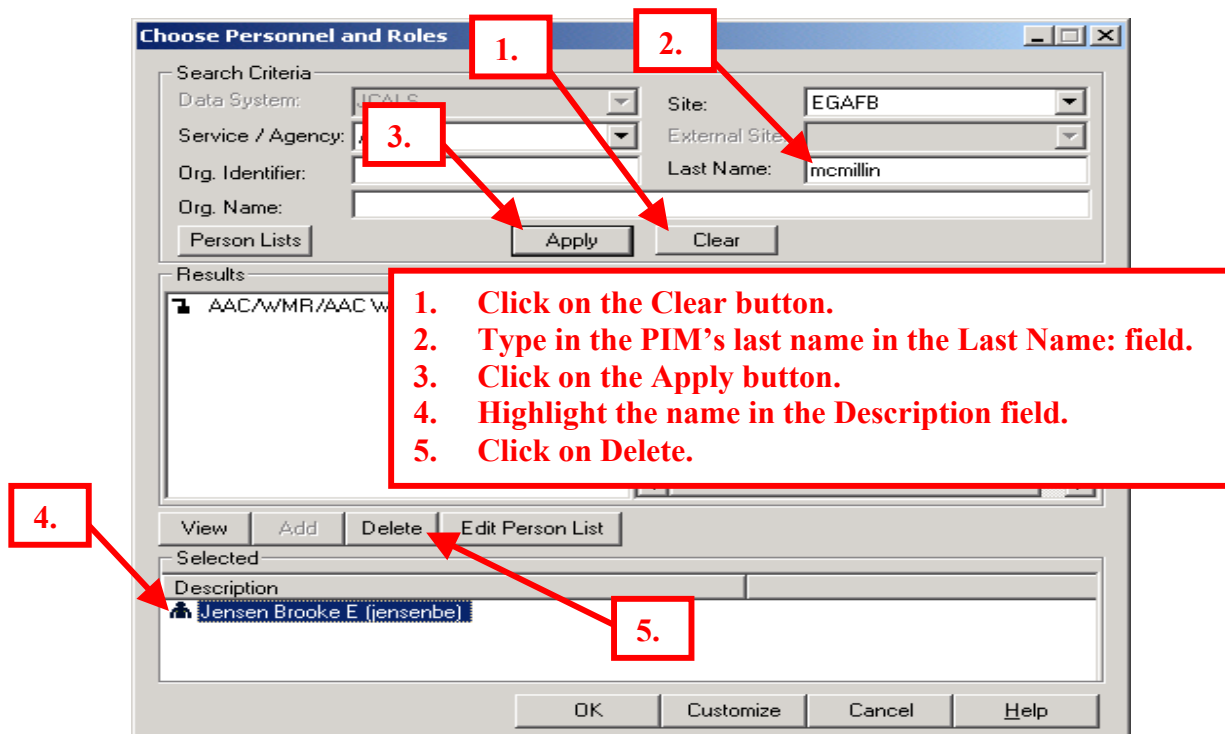


Figure 25

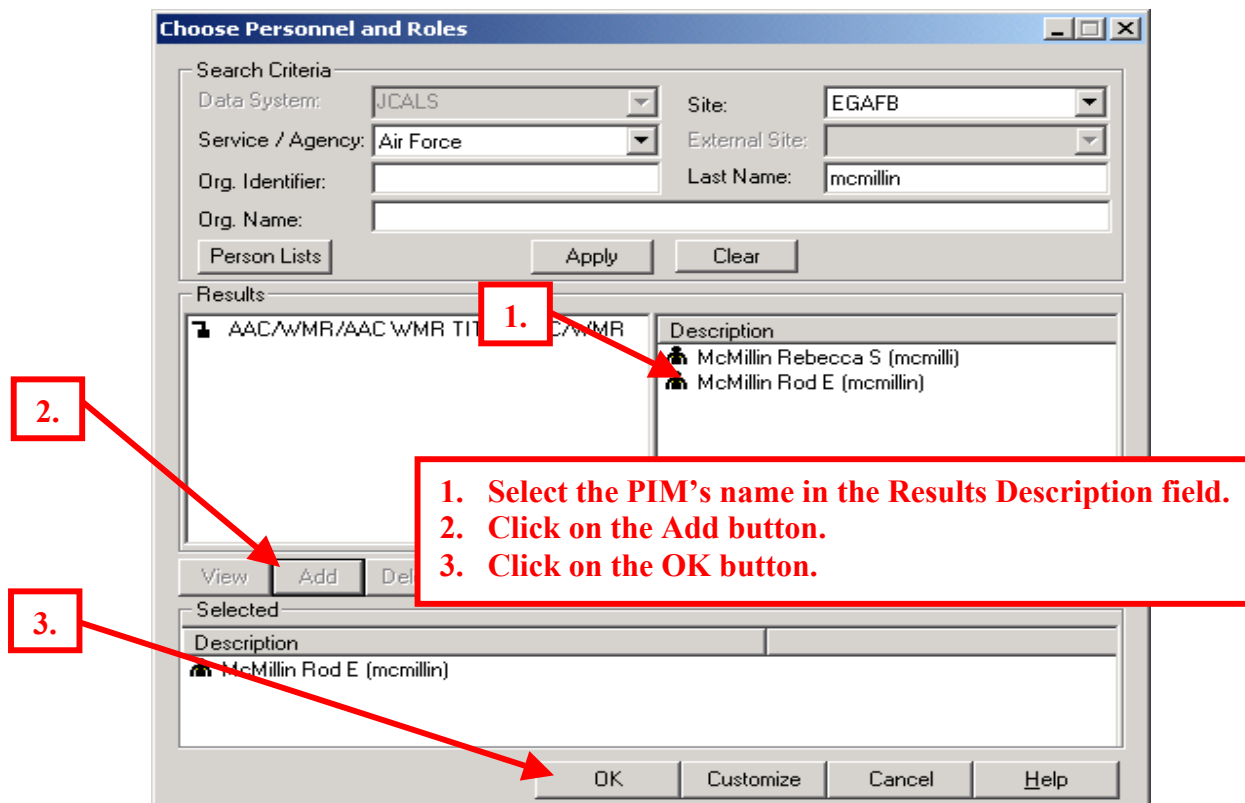


Figure 26

IMPORTANT: Always click on the No button.

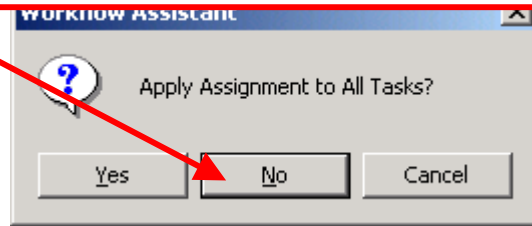


Figure 27

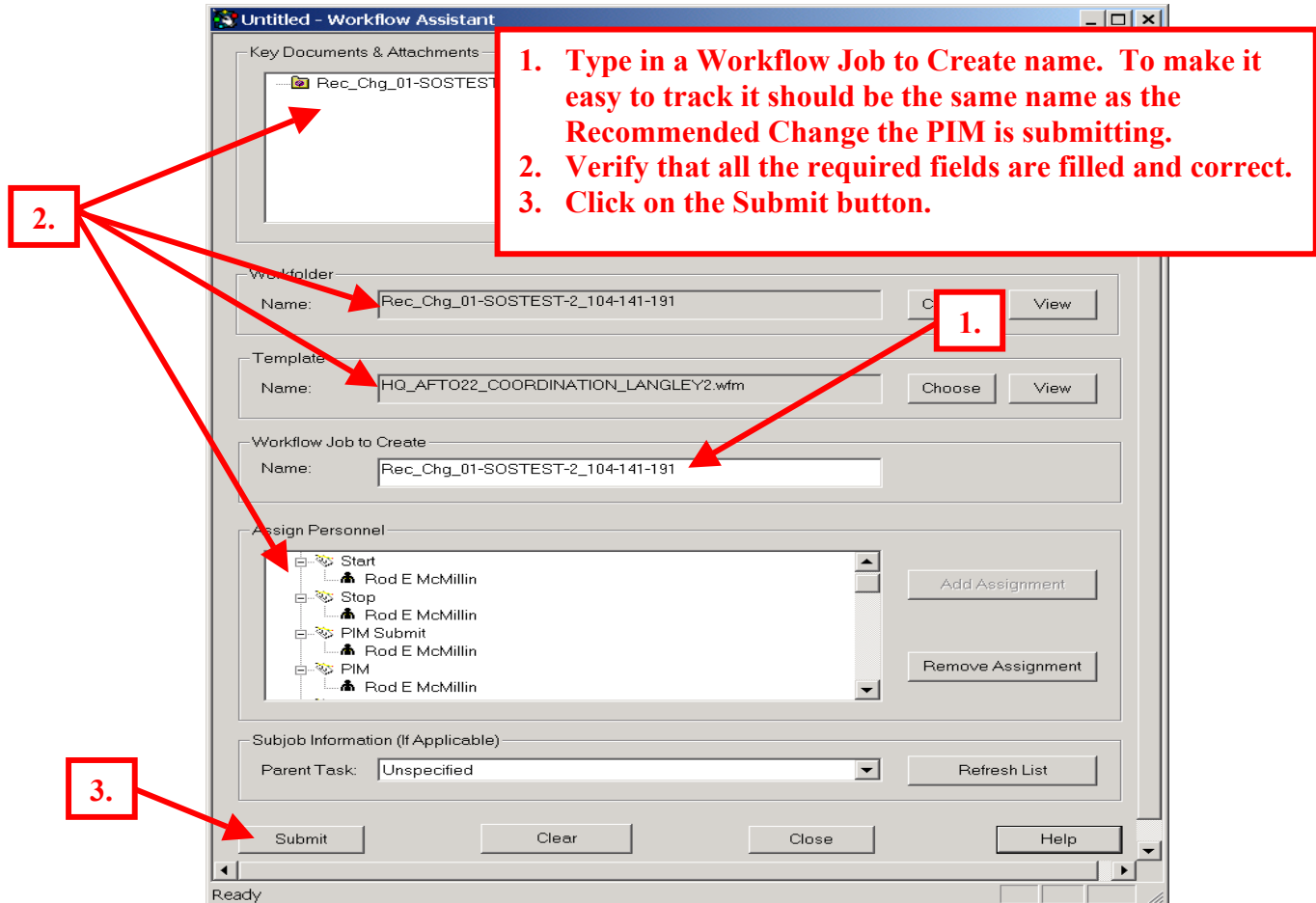


Figure 28

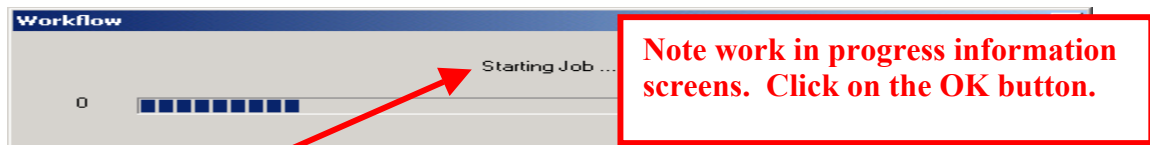


Figure 29

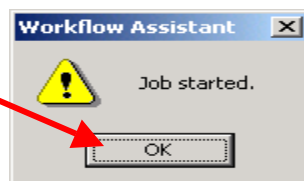


Figure 30

The PIM's should give the Recommended Change 7 days after it has been submitted to see if it is being worked in JCALS. If the rec. chg. has not been opened after a this time a follow-up phone call should be placed to the TM manager. If the TM manager indicates that he or she does not want to use JCALS for the rec. chg. process the PIM should take note of the mangers name/directorate and forward that info to HQ ACC Recommended Change POC (MSgt Jensen, DSN: 574-4961, brooke.Jensen@langley.af.mil then resubmit the rec. chg. using existing methods (i.e. email).

Return to Section 16 of the JTFUG for additional Recommended Change guidance.

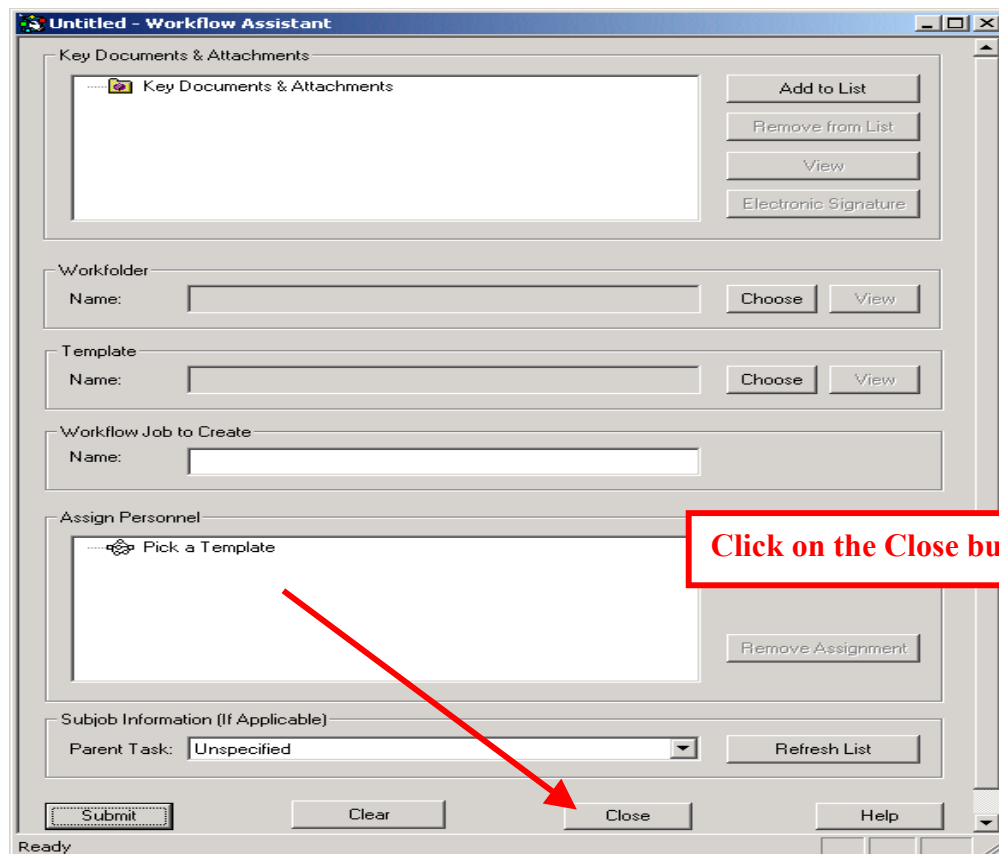


Figure 31

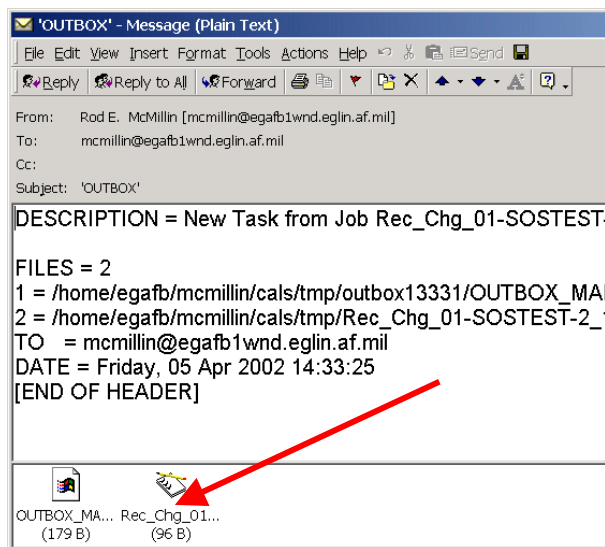


Figure 32

The PIM will receive two e-mail notifications. One E-mail will notify the PIM of a Milestone COMPLETION Assignment (no action required), the other E-mail will be a PIM Decision Assignment. The PIM will double click on the To Do List icon to open the Assignment screen.

NOTE:

If the PIM's e-mail profile has not been configured to forward JCALS E-mail to the users desktop (PC) or base default mail program, the PIM must open the To Do List in the Session Managers Electronic Office to verify Rec_Chg status. See figure 34 and 35.

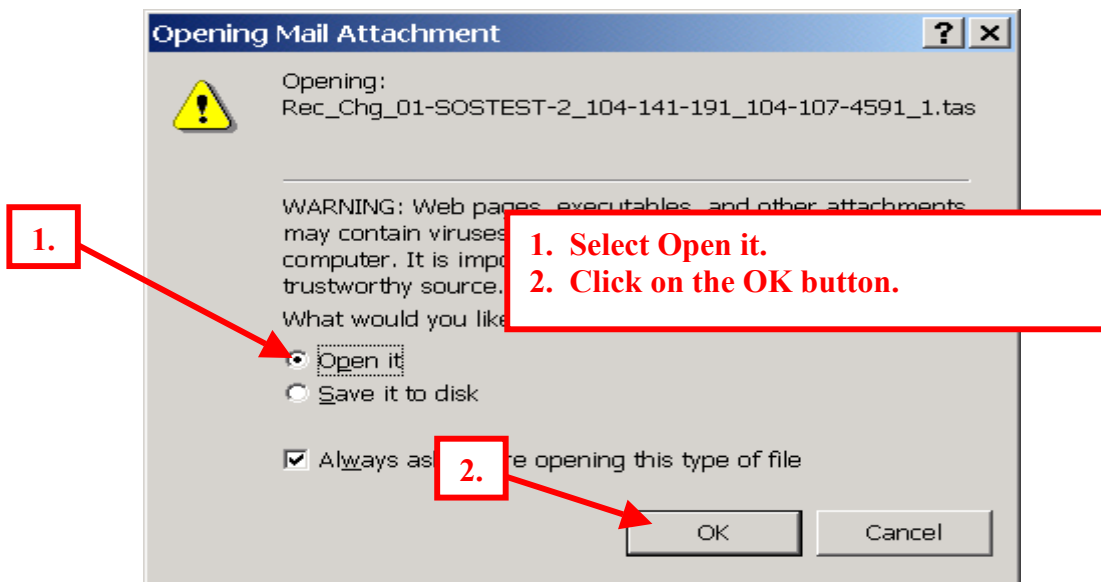


Figure 33

NOTE:

If the PIM's e-mail profile has not been configured to forward JCALS e-mail to the users desktop (PC) or base default mail program, the PIM must open the To Do List in the JCALS Session Manager Electronic Office. Figure 34 and 35 must be completed to open the Recommended_Change task assignment.

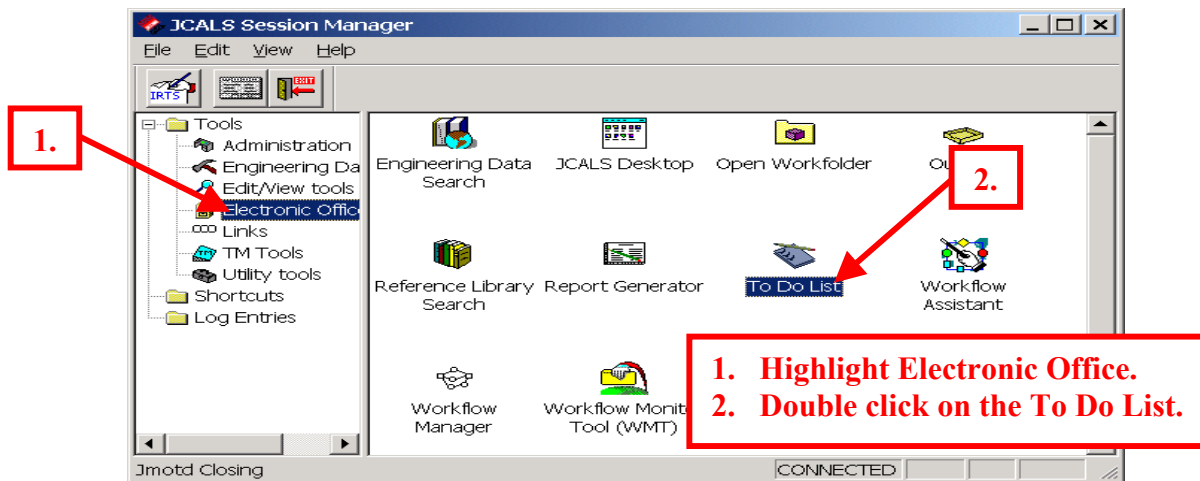
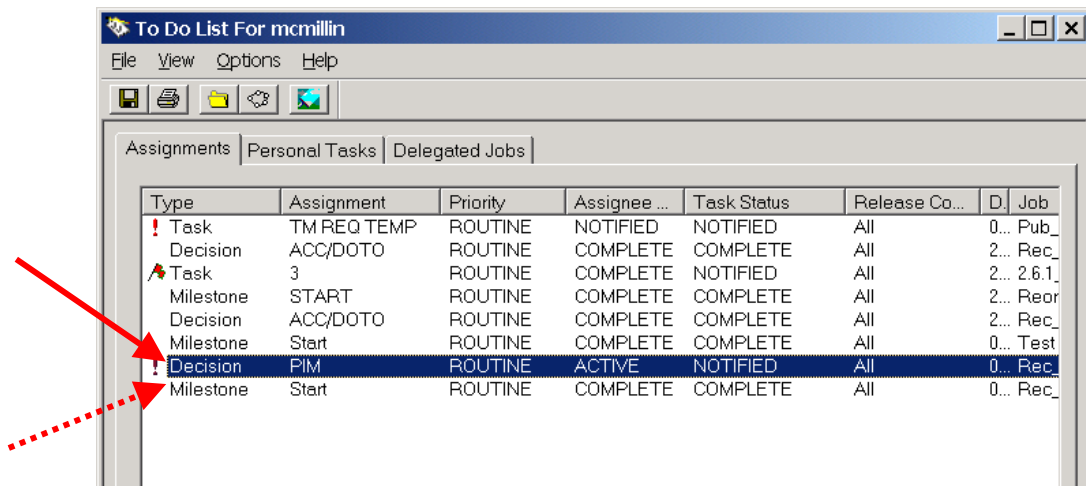
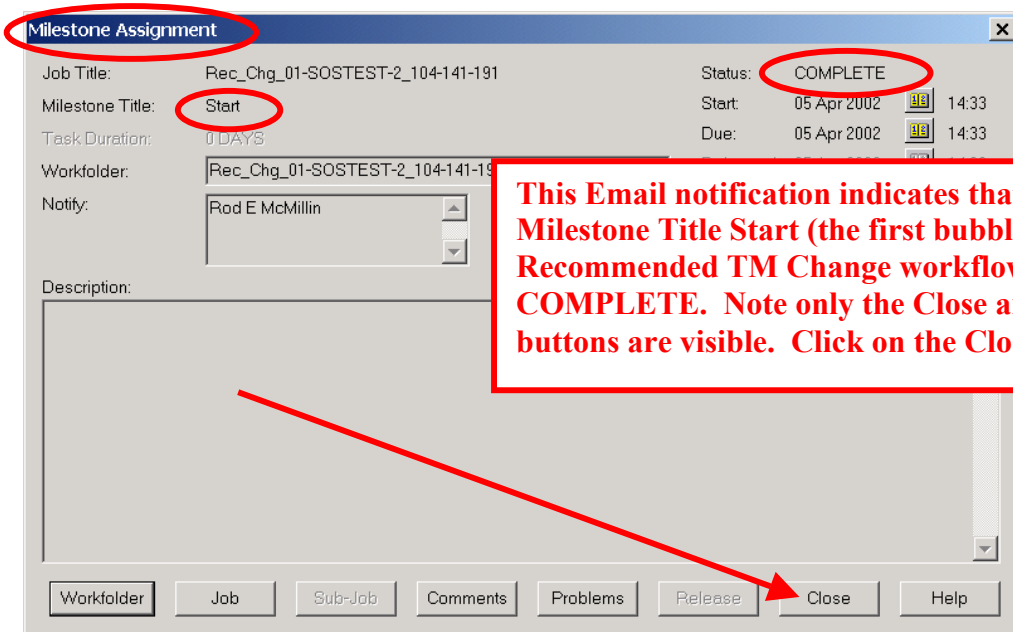


Figure 34



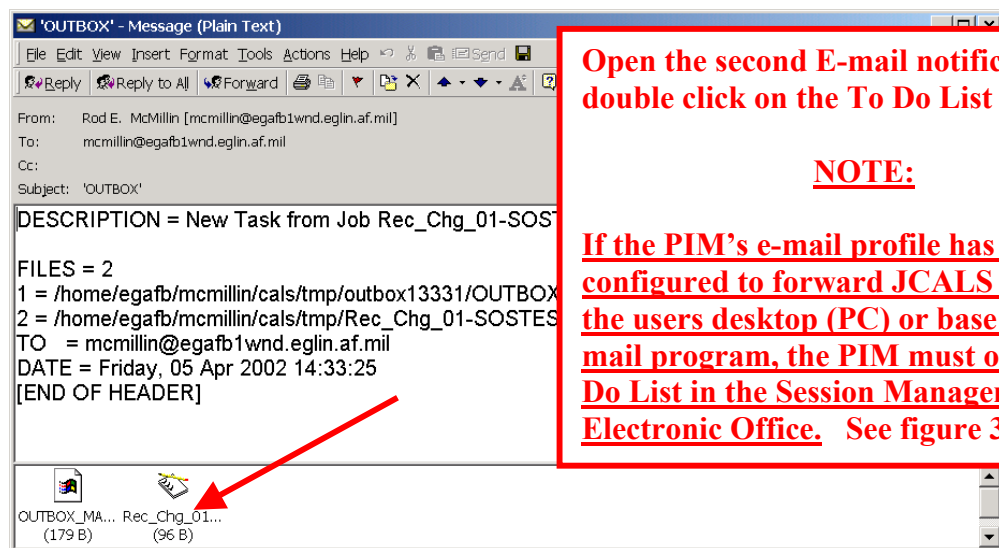
When the To Do List opens note that there are two Assignments that relate to the Submitted Recommended TM Change, one for each E-mail notification the PIM will receive after submitting the task. In this case double click on the Decision for the PIM with the NOTIFIED Assignee Status that is associated with the submitted task. Go to figure 42 to continue. Note that the Milestone for the same Job indicates that the Task Status is COMPLETE. There are no further PIM requirements needed for the Milestone Start Assignment. See Figure 36 if the Milestone was double clicked by mistake.

Figure 35



This Email notification indicates that the Milestone Title Start (the first bubble in the Recommended TM Change workflow) is COMPLETE. Note only the Close and Help buttons are visible. Click on the Close button.

Figure 36



Open the second E-mail notification and double click on the To Do List icon.

NOTE:

If the PIM's e-mail profile has not been configured to forward JCALS e-mail to the users desktop (PC) or base default mail program, the PIM must open the To Do List in the Session Managers Electronic Office. See figure 30 and 40.

Figure 37

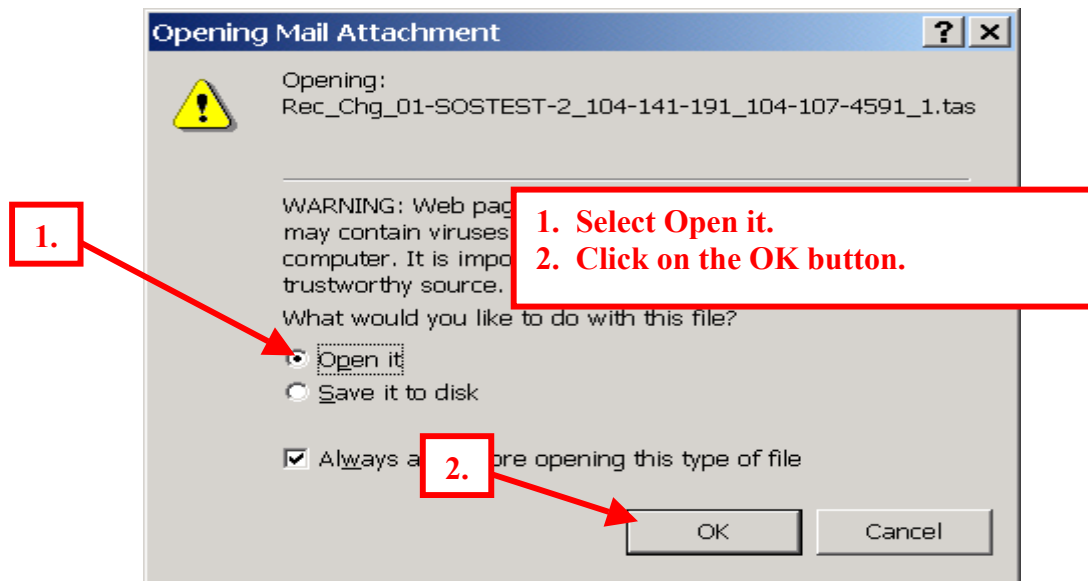


Figure 38



Figure 39

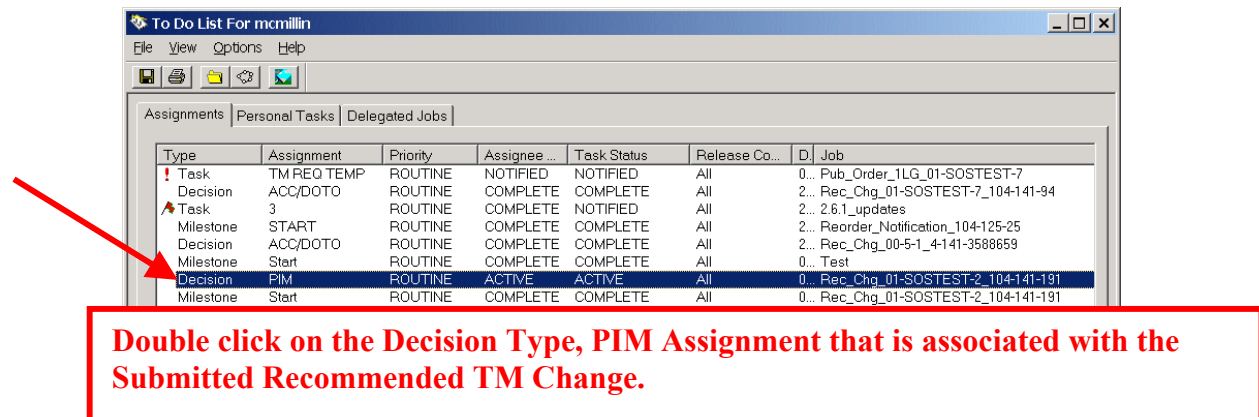


Figure 40

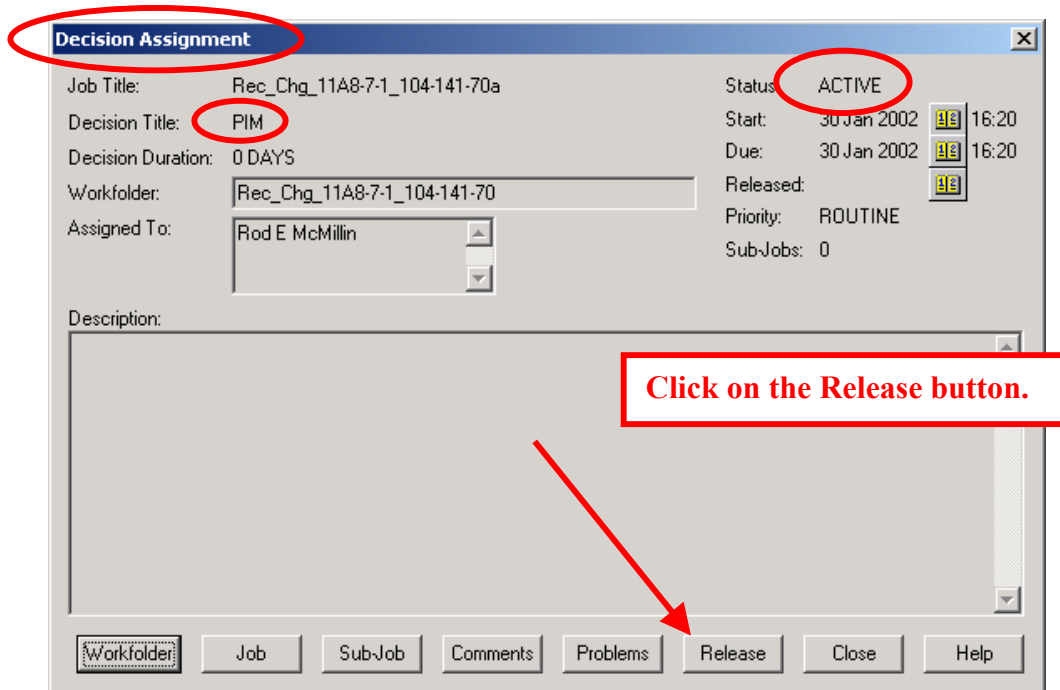


Figure 41

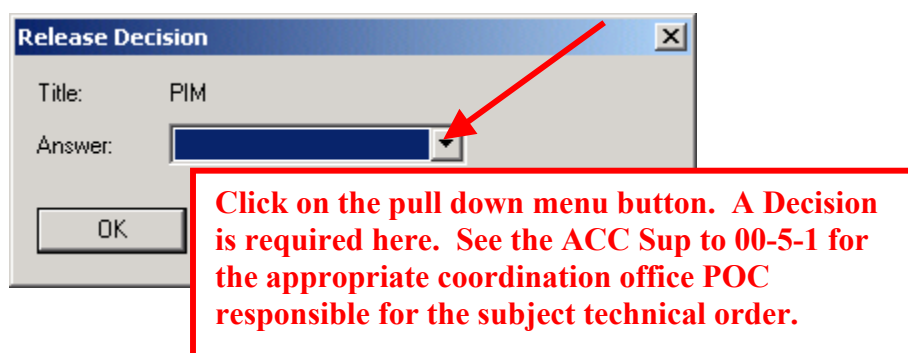


Figure 42

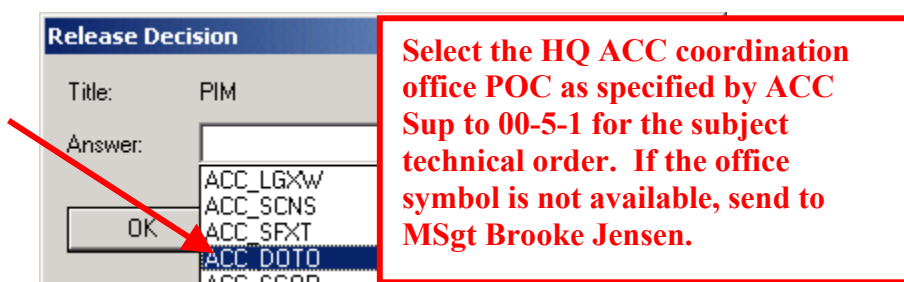


Figure 43

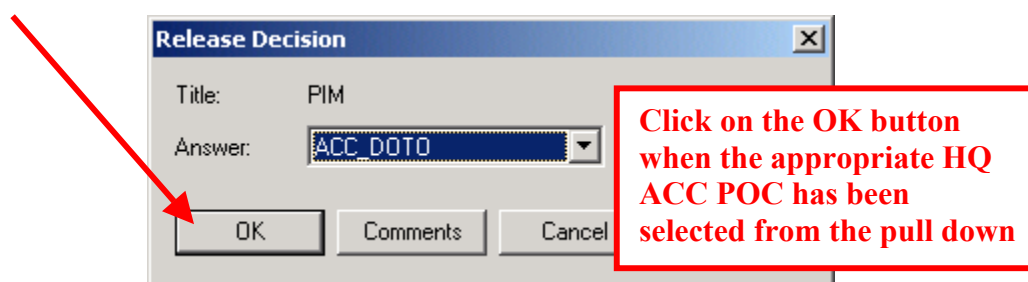


Figure 44

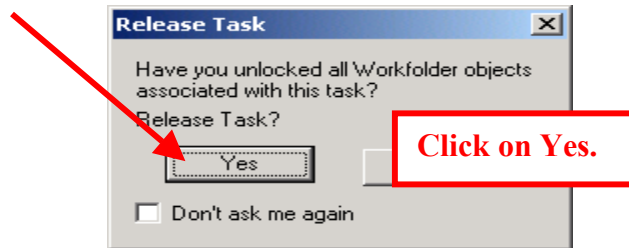


Figure 45

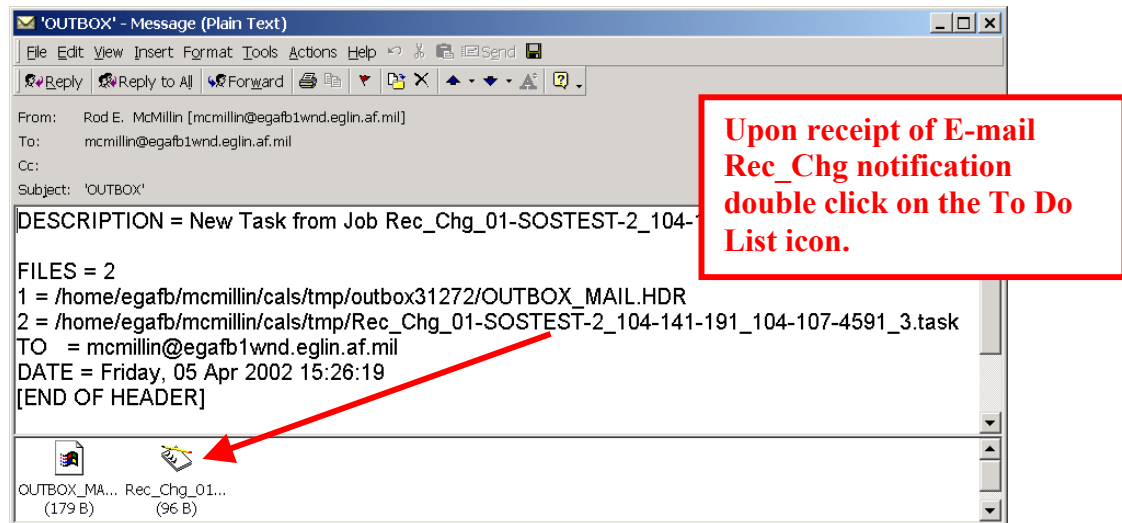


Figure 46

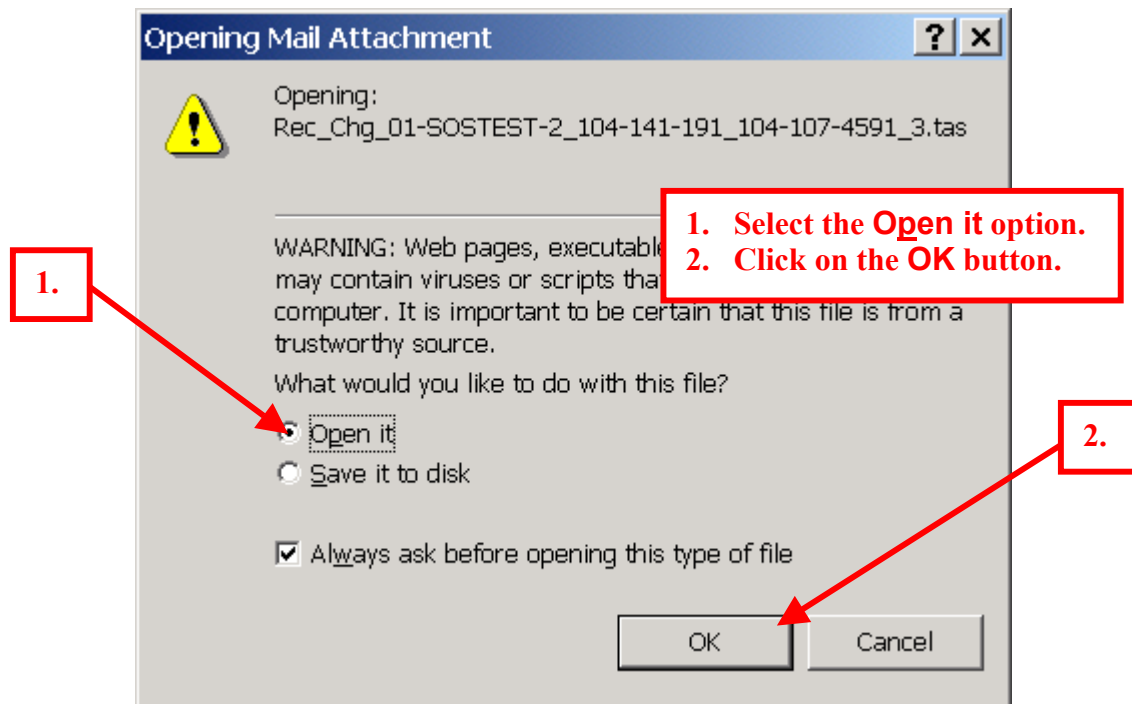


Figure 47

NOTE: In the following example the Task Assignment with a Task Title: PIM Submit, would indicate that the HQ/MAJCOM has concurred (AGREE) with the AFTO Form 22 Rec_Chg request. The PIM would review the returned Rec_Chg request (see Figures 48 thru 57. However; had this been a notification where the HQ/MAJCOM had non-concurred (DISAGREE) with the Rec_Chg the PIM would have received a Decision Assignment with a Task Title: PIM. In that situation the PIM would reviewed the HQ/MAJCOM POC Comments and or Problems, make the suggested changes/ corrections/additions and Release the workflow back to the HQ/MAJCOM POC or Release and select Disapprove whichever was appropriate.

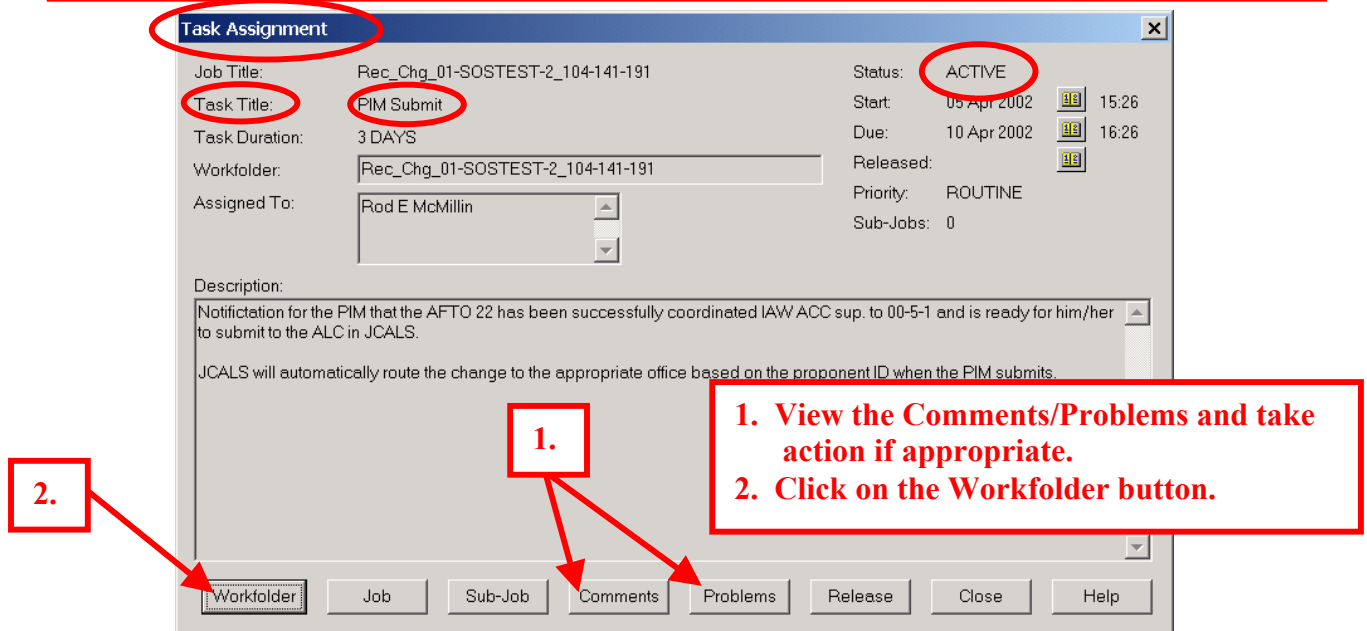


Figure 48

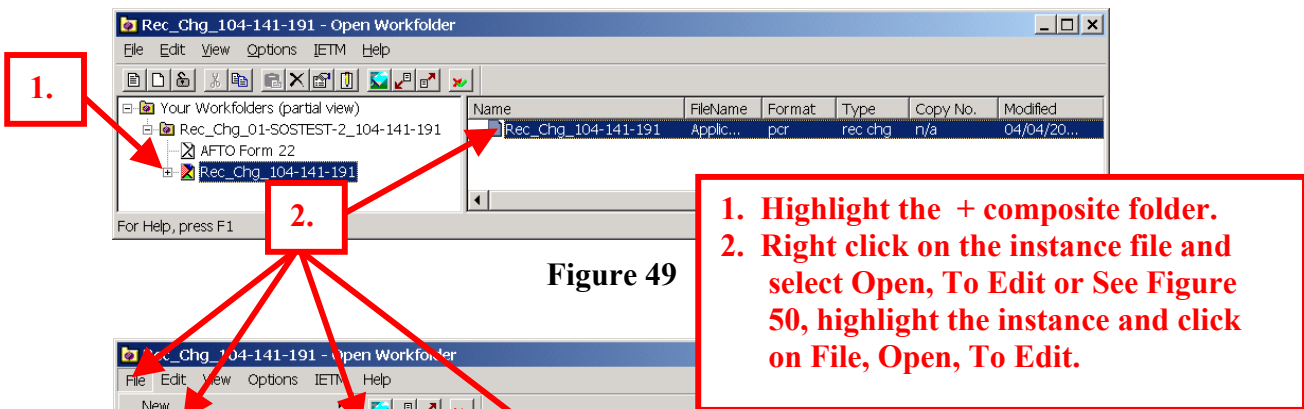


Figure 49

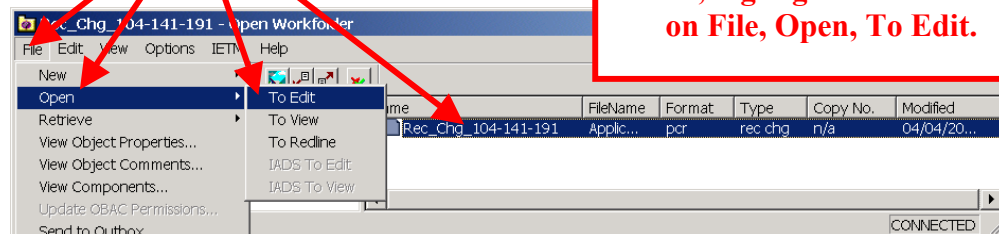


Figure 50

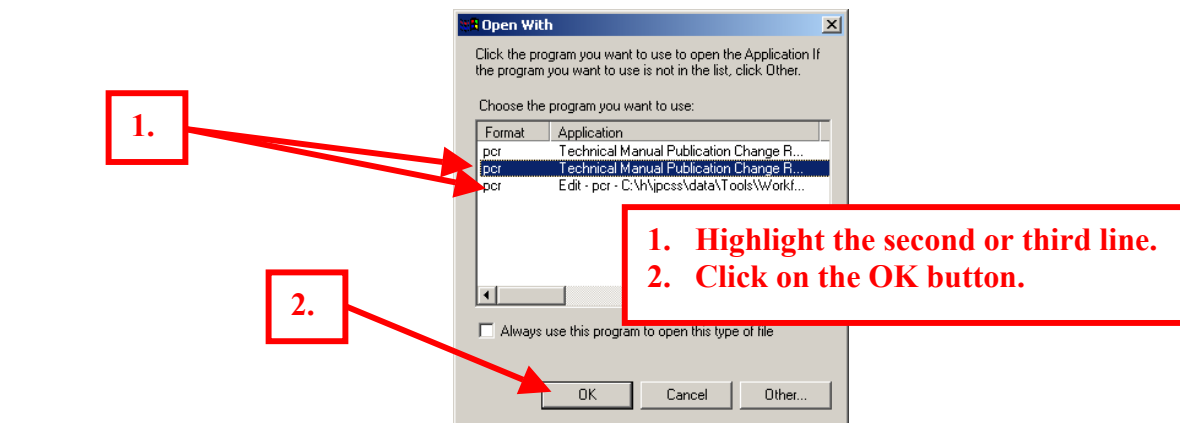


Figure 51

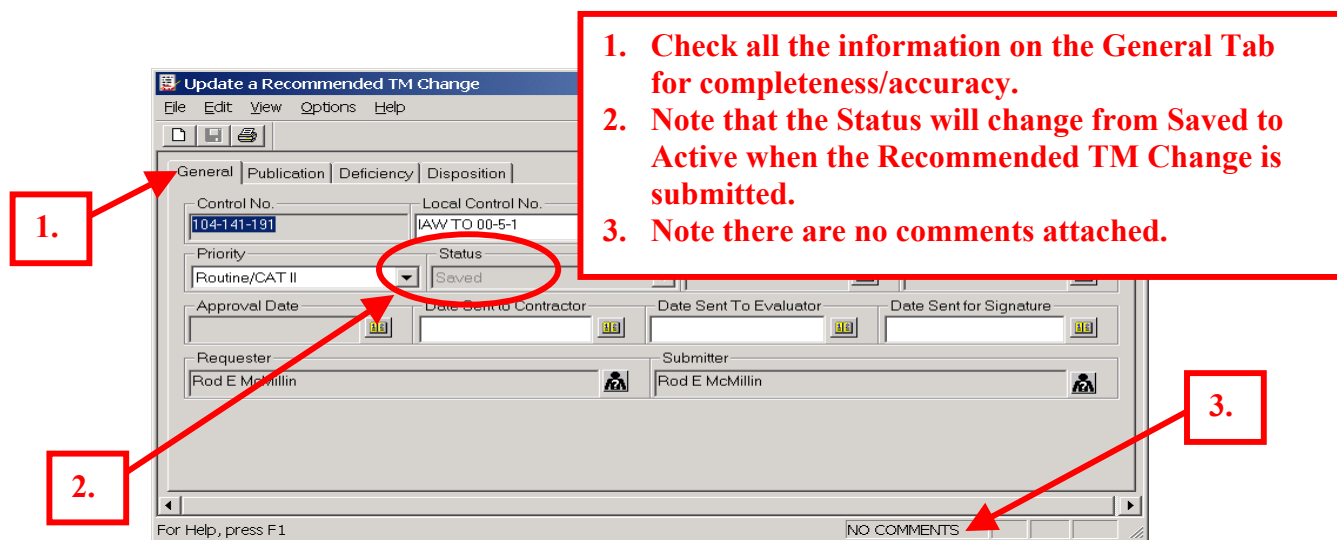


Figure 52

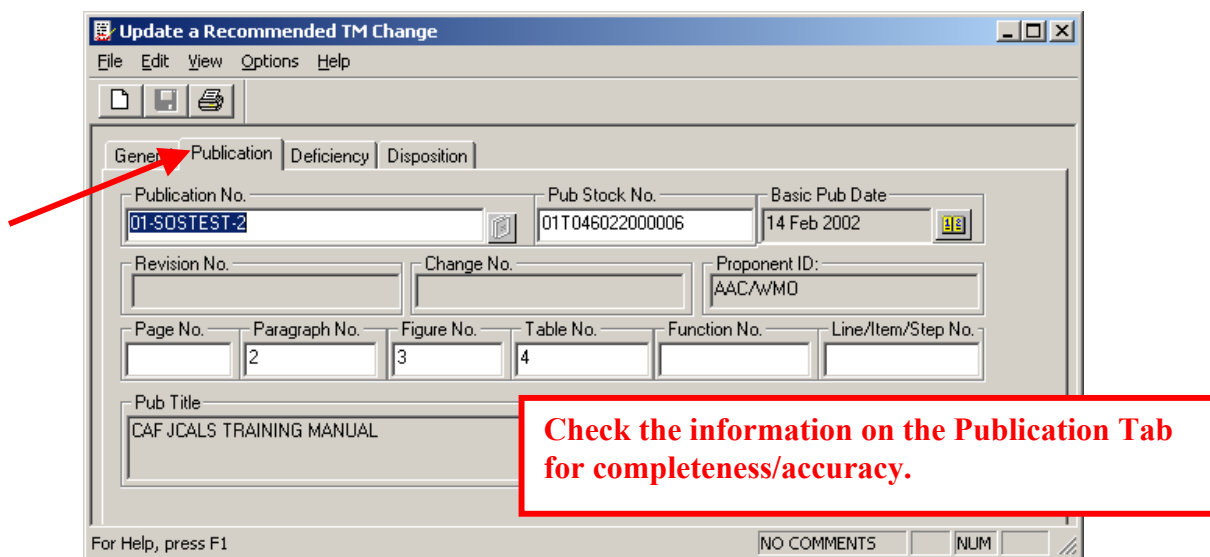


Figure 53

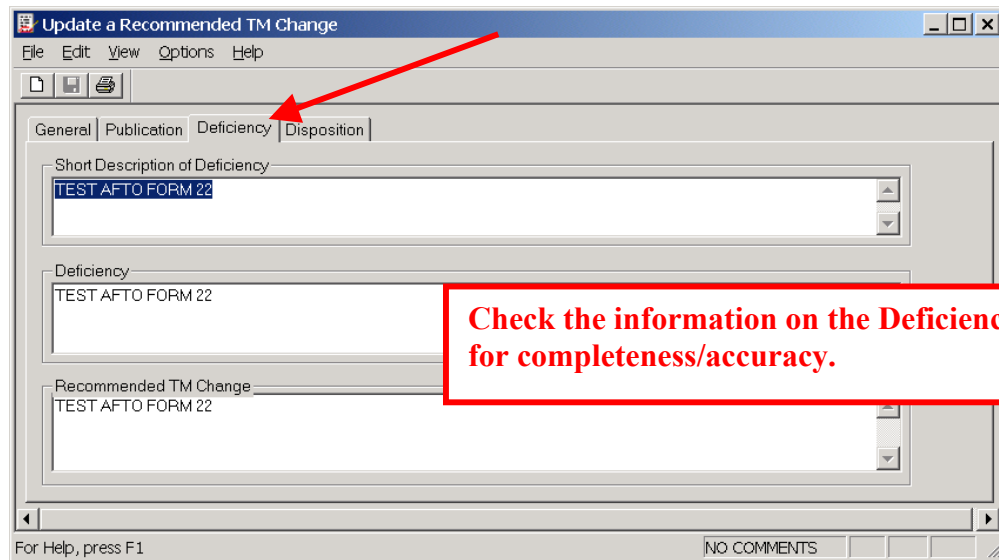


Figure 54

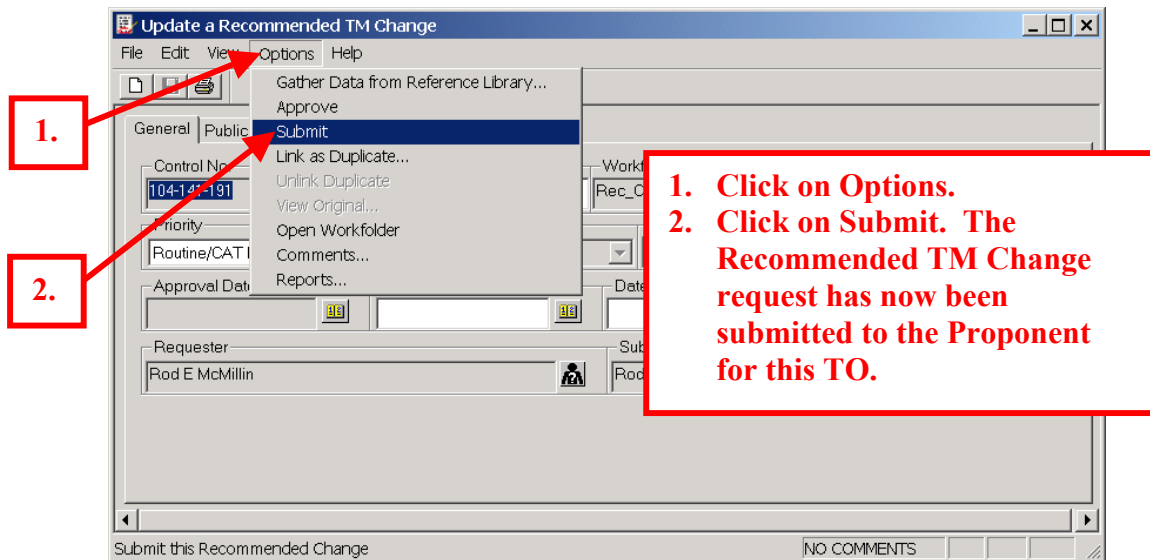


Figure 55

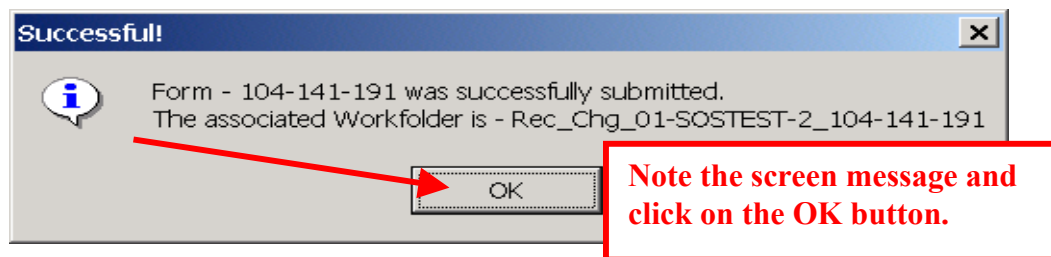


Figure 56

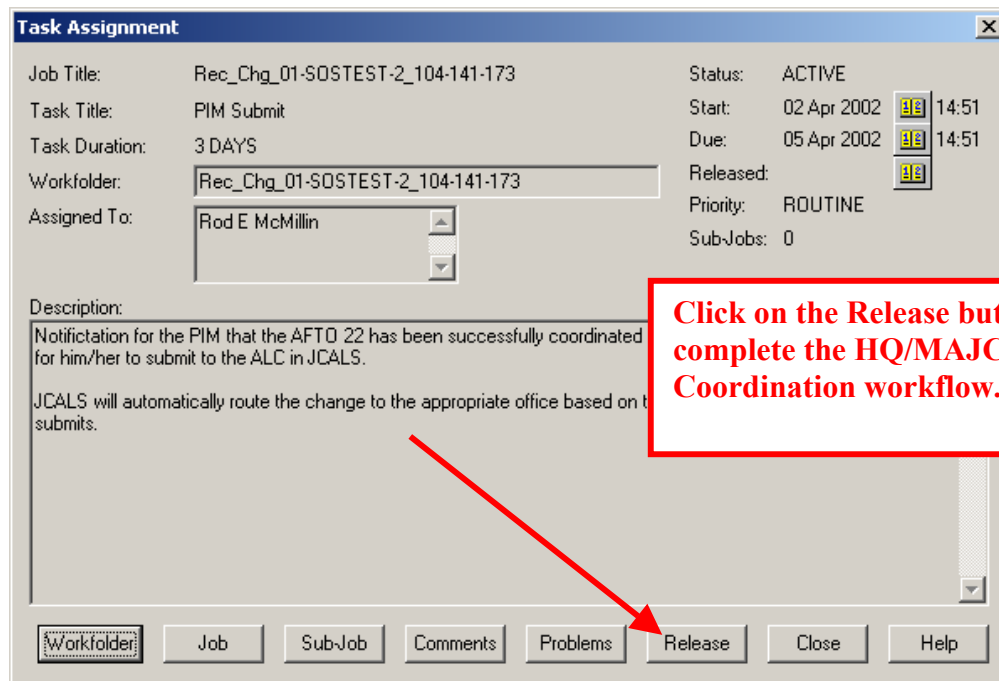


Figure 57

NOTE: If the PIM's e-mail profile has not been configured to forward JCALS e-mail to the users desktop (PC) or base default mail program, the PIM must open the To Do List in the JCALS Session Manager Electronic Office to monitor incoming Task/Milestone notifications for Recommended Change Status Changes.

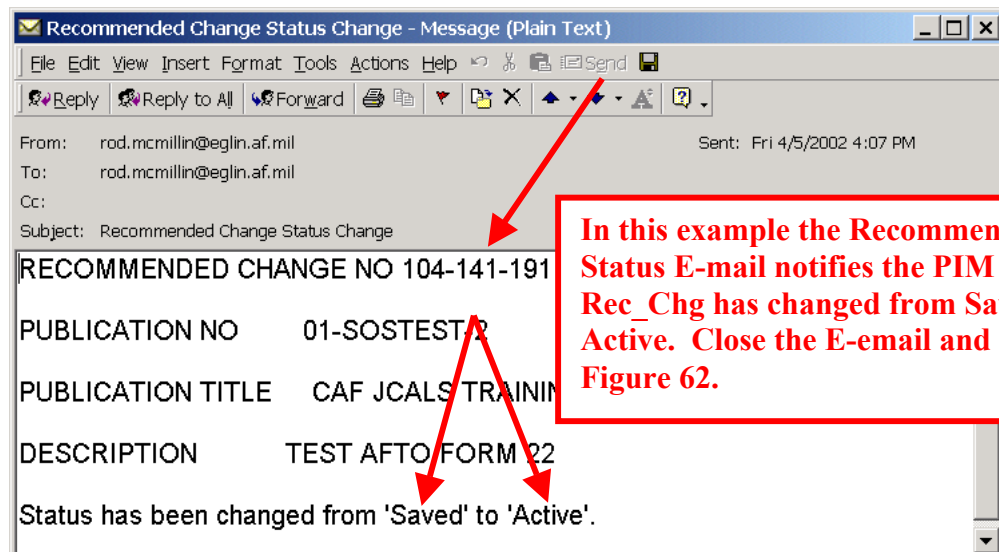


Figure 58

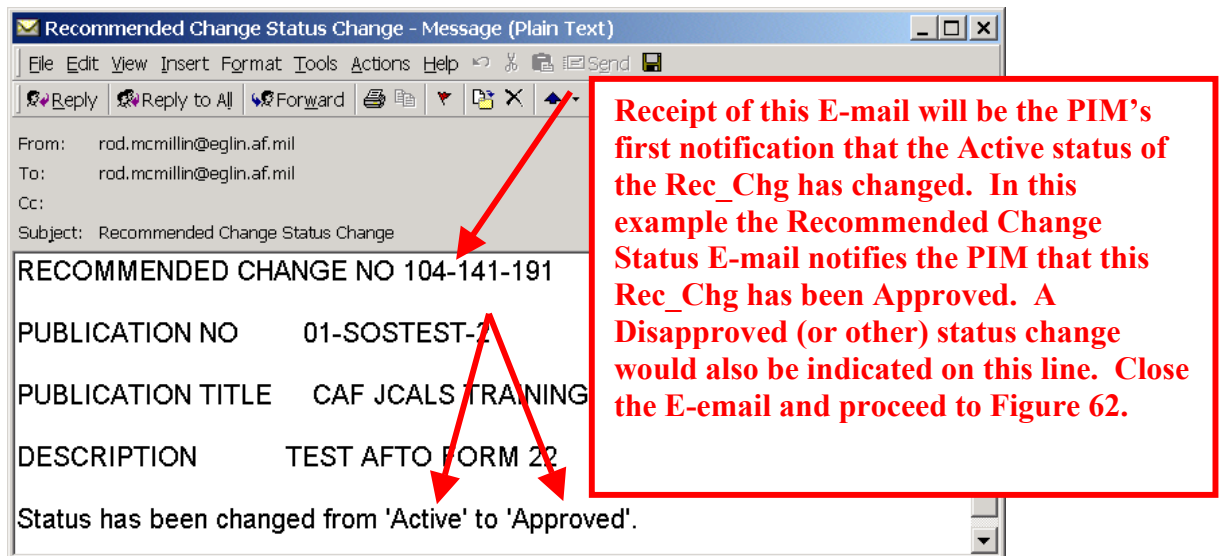


Figure 59

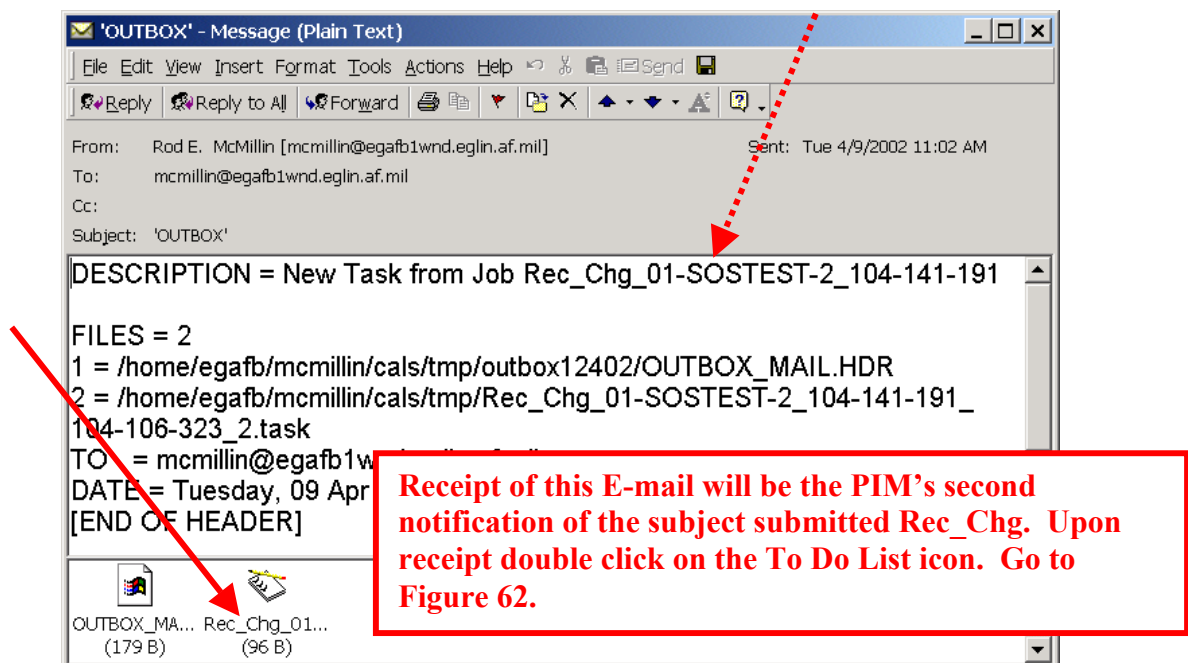


Figure 60

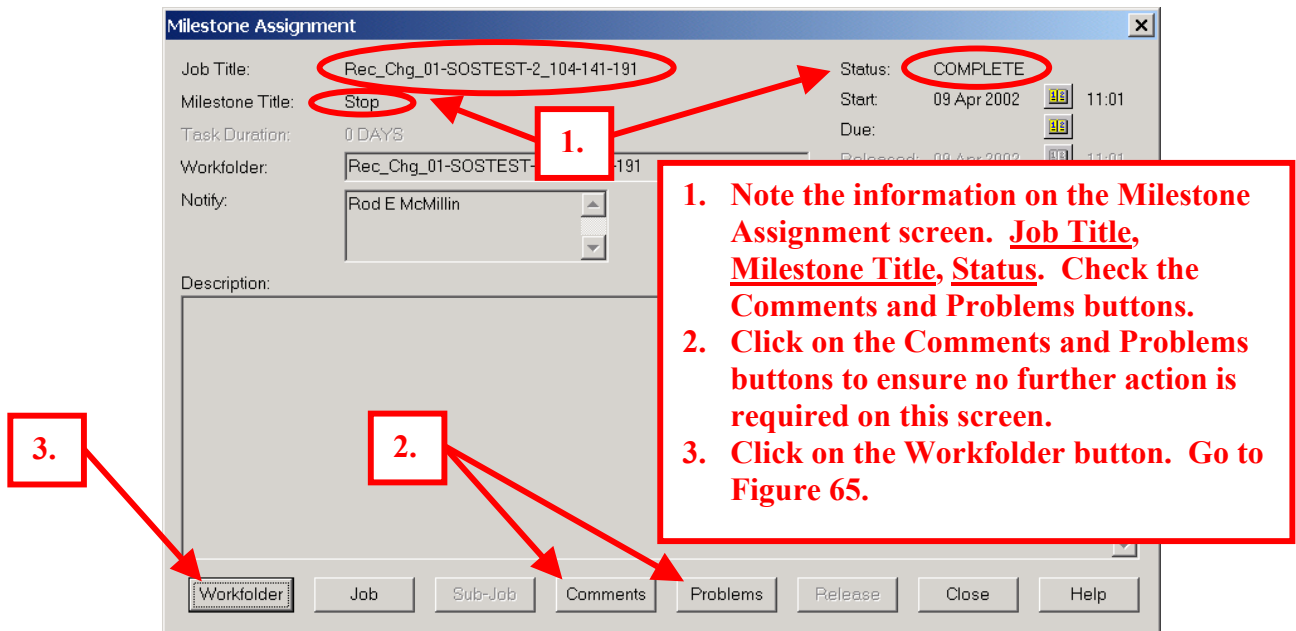


Figure 61

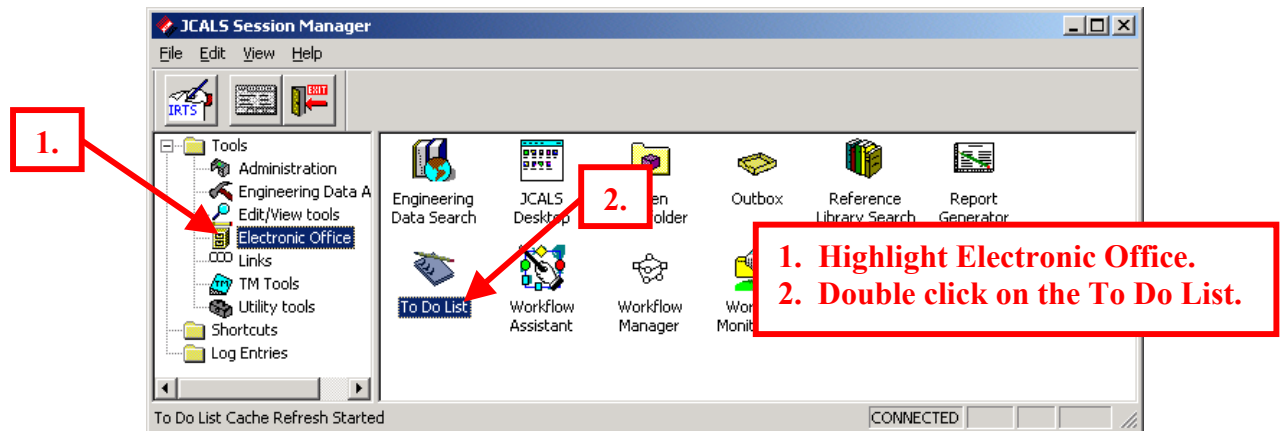


Figure 62

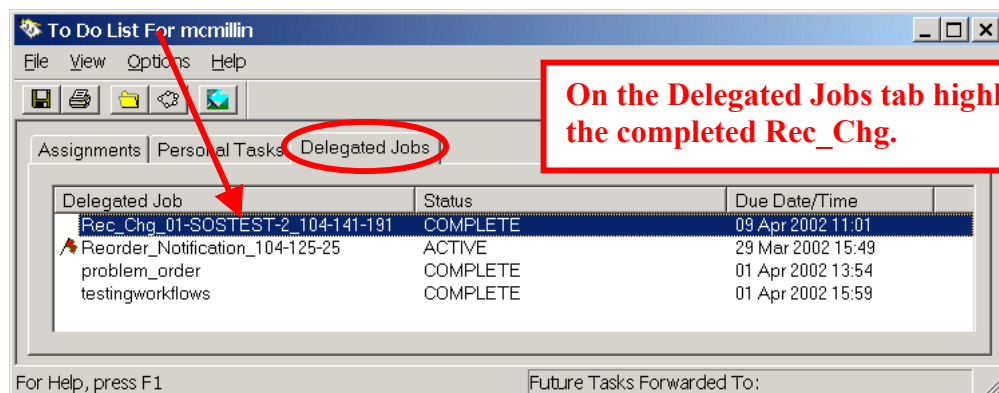


Figure 63

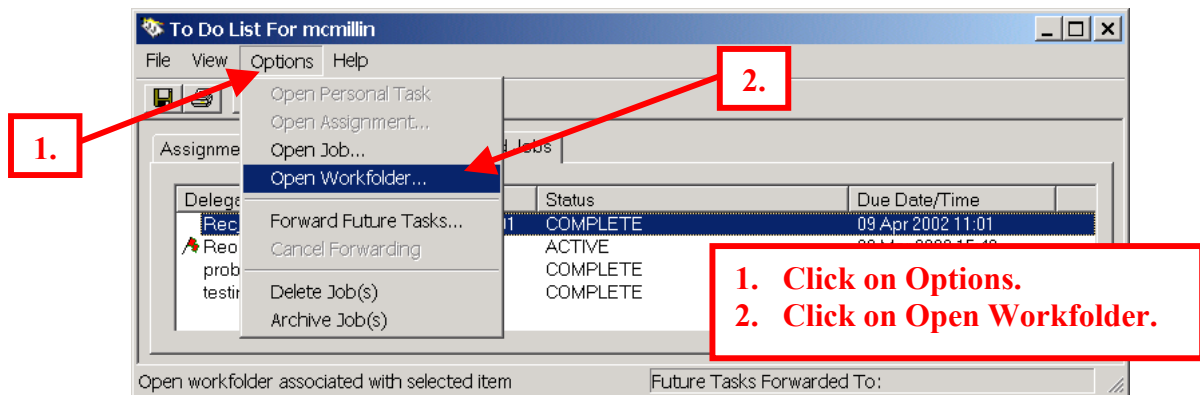


Figure 64

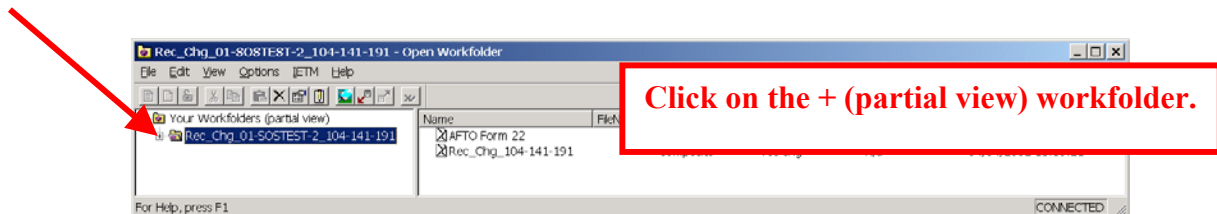


Figure 65

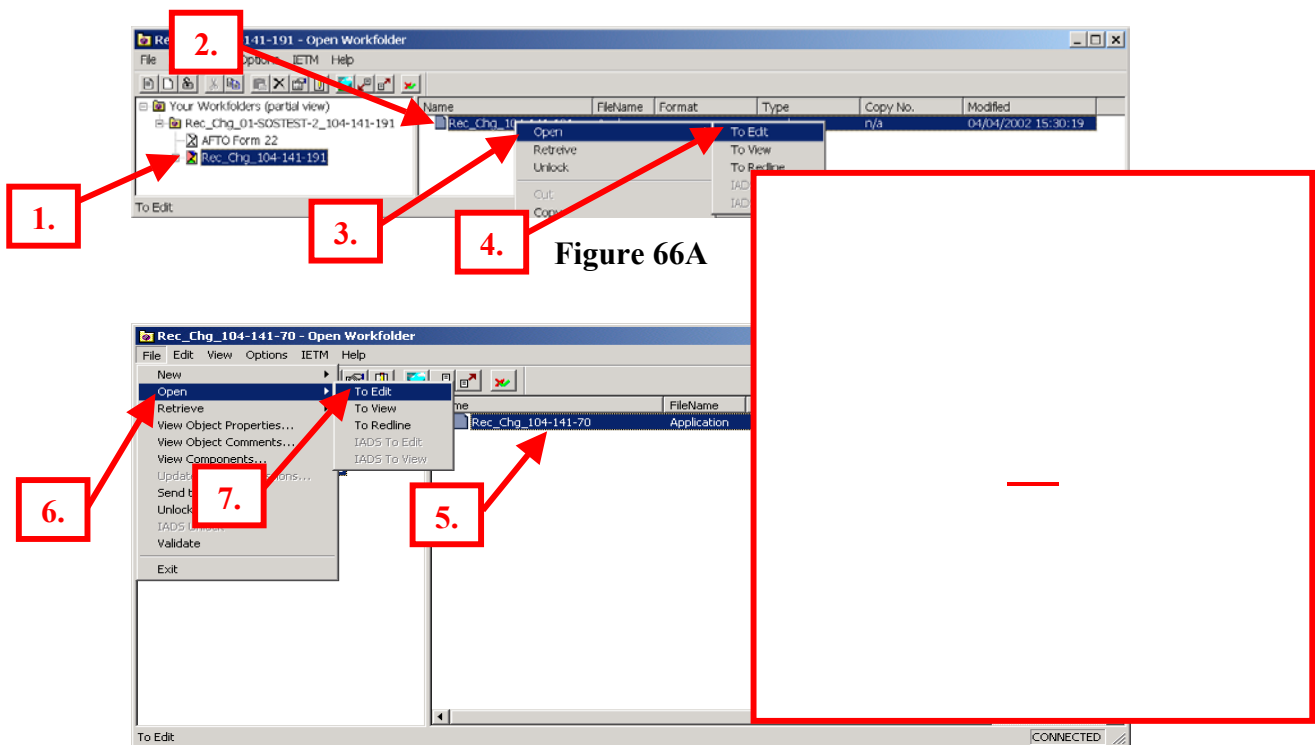


Figure 66A

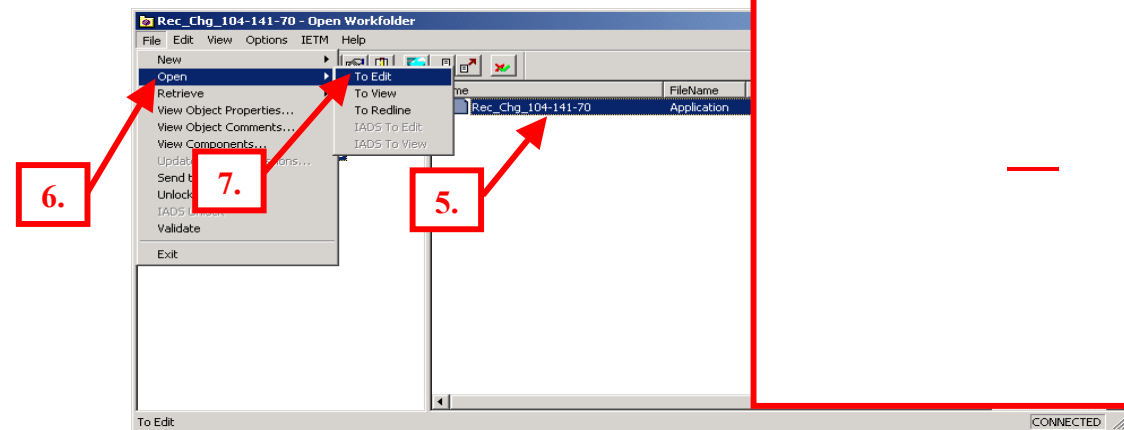


Figure 66B

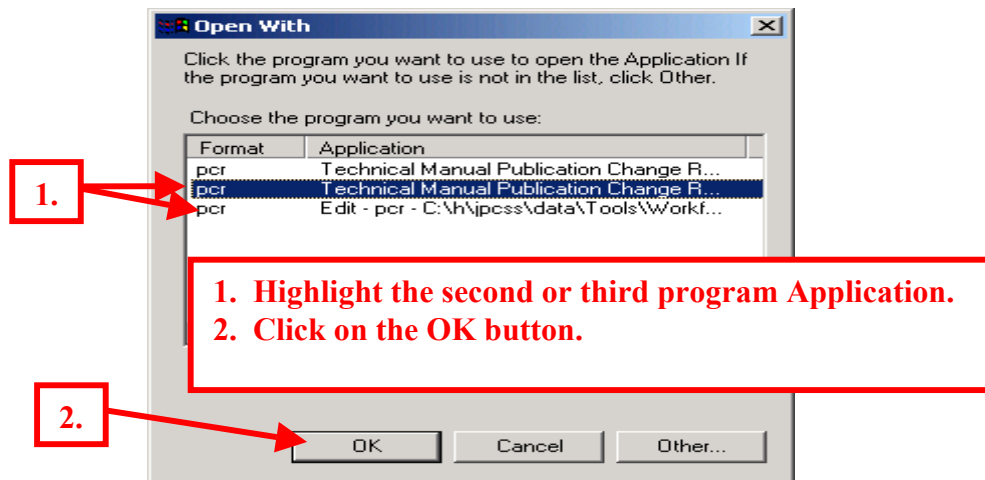


Figure 67

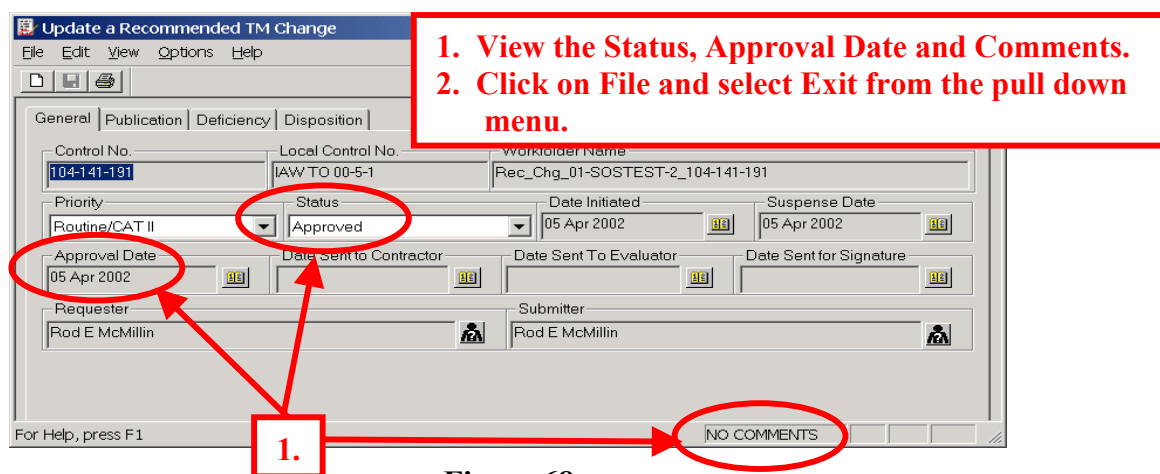


Figure 68

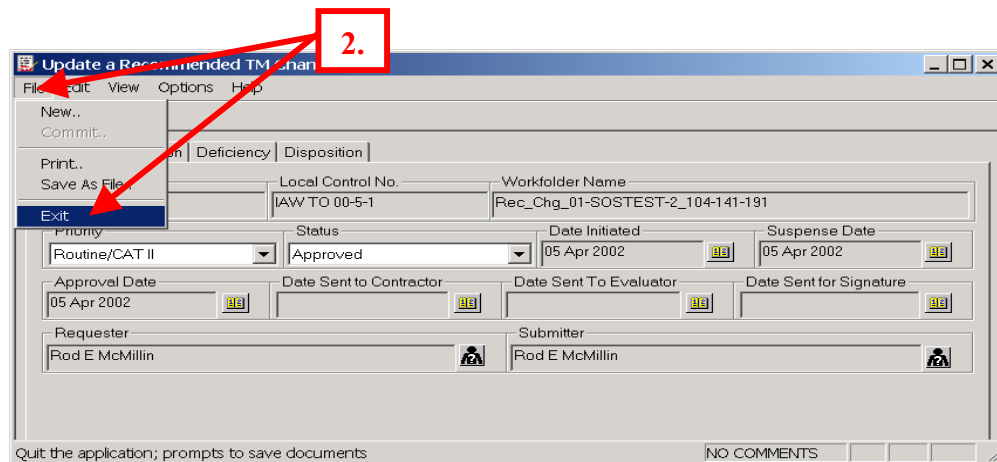


Figure 69

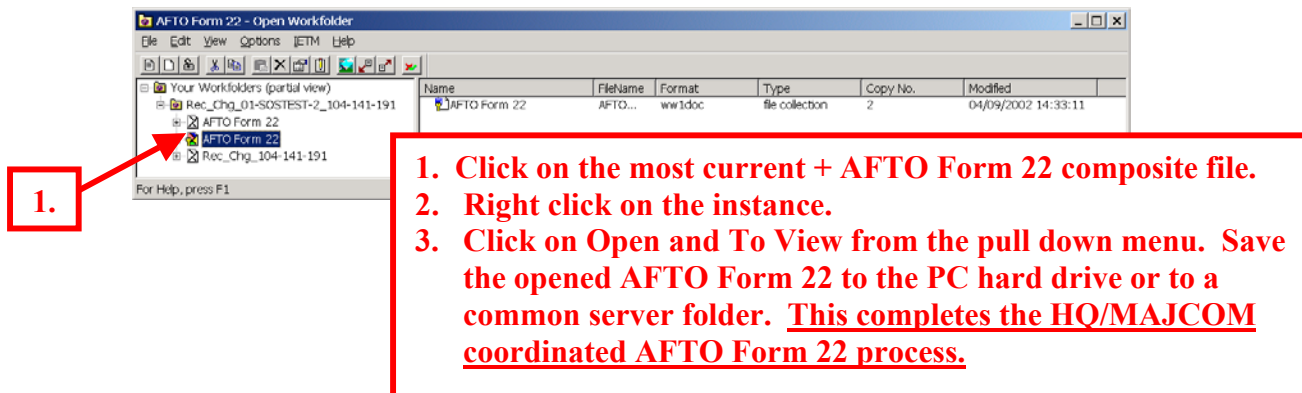


Figure 70A

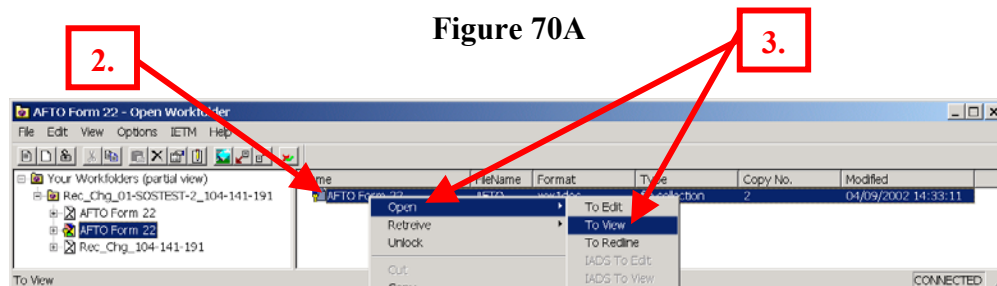


Figure 70B

The PIM's should give the Recommended Change 7 days after it has been submitted to see if it is being worked in JCALS. If the rec. chg. has not been opened after a this time a follow-up phone call should be placed to the TM manager. If the TM manager indicates that he or she does not want to use JCALS for the rec. chg. process the PIM should take note of the mangers name/directorate and forward that info to HQ ACC Recommended Change POC (MSgt Jensen, DSN: 574-4961, brooke.Jensen@langley.af.mil) then resubmit the rec. chg. using existing methods (i.e. email).

Return to Section 16 of the JTFUG for additional Recommended Change guidance.

JCALS FUNCTIONAL USERS TRAINING



EFFECTIVITY: JCALS SWP 3.1.1, 01 OCT 02. Replaces all earlier versions.

17. SUBMITTING AN INCIDENT REPORTING AND TRACKING SYSTEM (IRTS)

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17. SUBMITTING AN IRTS

The following Training Aid was developed to provide visual instructions for Submitting an IRTS. This aid is to be used in conjunction with the established JCALS Desktop Instructions for Air Force Users. This training aid is in no way intended to be a stand-alone instruction. This material is intended to provide users with the minimal requirements necessary to process an IRTS. When the user becomes familiar with these screens the more advanced functions of this program can be utilized.

These instructions are based on the assumption that the user has completed the JCALS Web Based Training (WBT) program.

17. INCIDENT REPORTING AND TRACKING SYSTEM (IRTS)

IRTS provides an on-line reporting and resolution capability for both hardware and software problems. This report is reviewed by the local System Administrator and the System Operational and Support Capability (SOSC), if necessary, and acted upon as expeditiously as possible. IRTS reports may be returned to users for additional information, for clarification of the actual problem, or for closure.

2.2.5 SUBMITTING AN IRTS

♦ **AVERAGE RESPONSE TIME FOR THIS PROCEDURE IS 45 SECONDS.**

Remember, the Incident Reporting & Tracking System is only as good as the information provided. When reporting an IRTS provide all the information possible so that the process where problem has occurred can be duplicated by others. If steps are left out that led to the problem the same process can not be duplicated. Different results will occur and the problem will not be corrected.

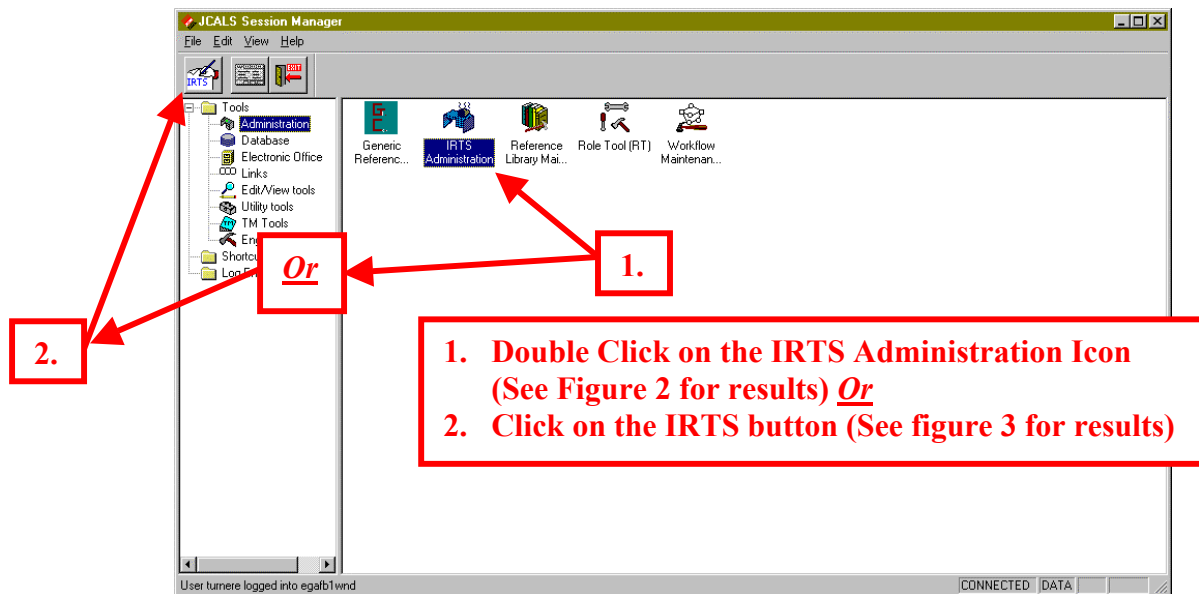


Figure 1

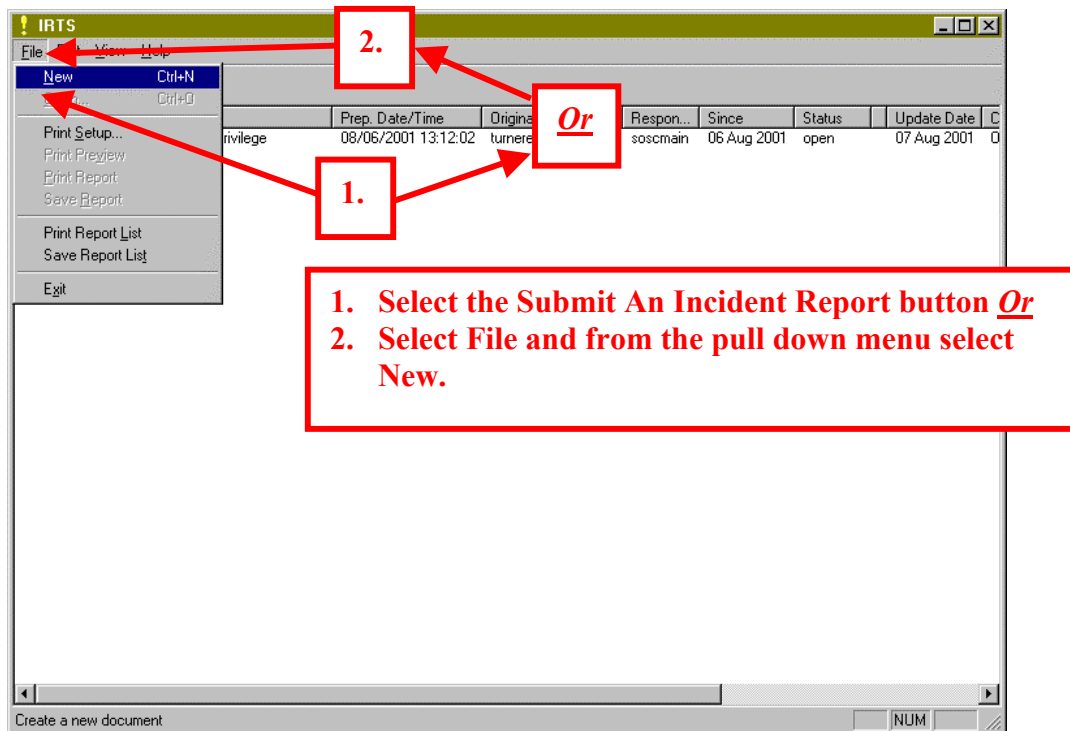


Figure 2

NOTE: As much of the following information as possible should be included when submitting an IRTS;

Workfolder name	Workflow number
Publication and stock number	What was the process that was running?
What was the Air Force DI# (Desktop Instructions) step #?	Exact stored procedure name or error message
What is the GDMS Error?	Name of org where user belongs
Name of user or acct login	Debug file from site
Was it done on the PC or UNIX side?	Screen name where user having problem
Check OBAC	Check RBAC
Was the system up?	

Table 1

Submit An Incident Report

Originator:
 Login: turnere
 Name: Thomas E Turner
 Phone No:

Prepared By: Thomas E Turner
 Site: EGAFB

Incident:
 Title: Specify Initial Dist for a TM
 Class: TM Processes
 Occurrence Date/Time: 05 Sep 2001 10:32
 Subclass: Manage Initial Distribution for a TM
 Priority: Urgent

Description:
 Provide a DETAILED explanation of the problem you are having. Include TO number, account number, dates, anything that will help someone duplicate your problem.

Buttons: OK, Apply, Cancel, Help

Numbered callouts:
 1. Points to the Class dropdown menu.
 2. Points to the Subclass dropdown menu.
 3. Points to the Title text field.
 4. Points to the Occurrence Date/Time field.
 5. Points to the Priority dropdown menu.
 6. Points to the Description text area.
 7. Points to the OK button.

Figure 3

1. Select the Type process from the pull down menu that was used at the time of the error. See Figure 4.
2. Select the Subtype process from the pull down menu that was used at the time of the error. See Figure 5.
3. Select the TM Process from the pull down menu that was used at the time of the error. See Figure 5.
4. Select the Date from the pull down calendar & enter the Time when the problem occurred.
5. Select the Priority button and select the appropriate priority.
6. Select Description and type in a detailed report with references to the appropriate DI paragraphs where the problem occurred.
7. Select OK

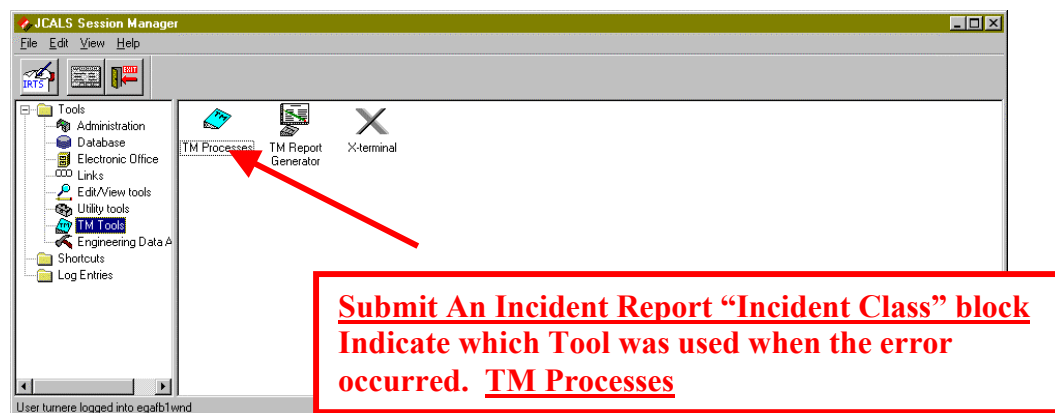


Figure 4

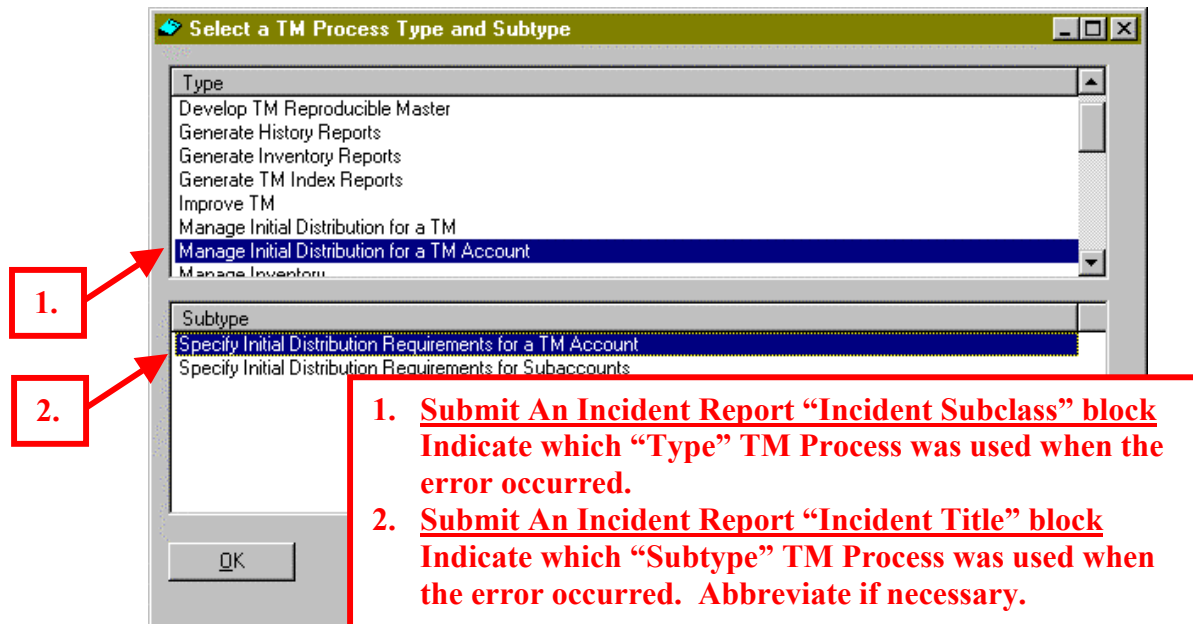


Figure 5

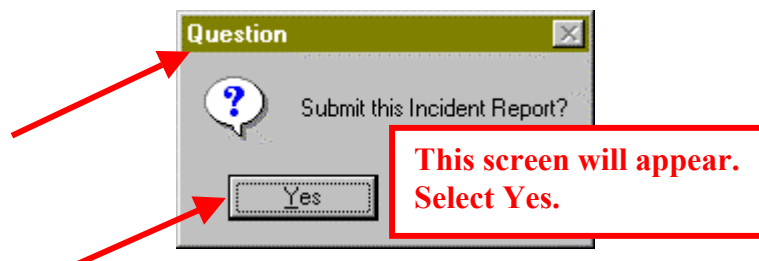


Figure 6

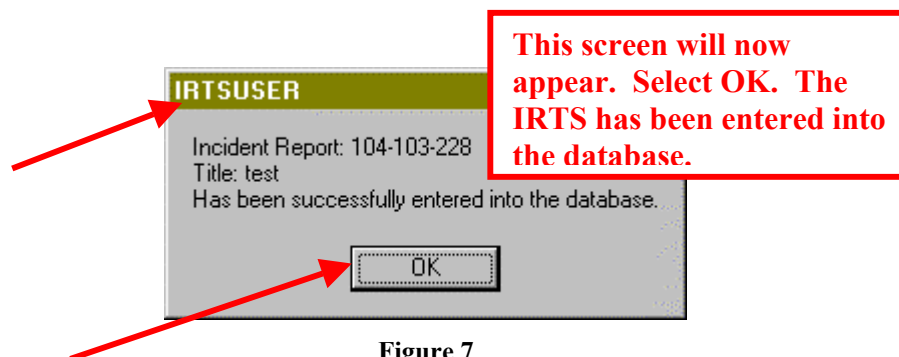
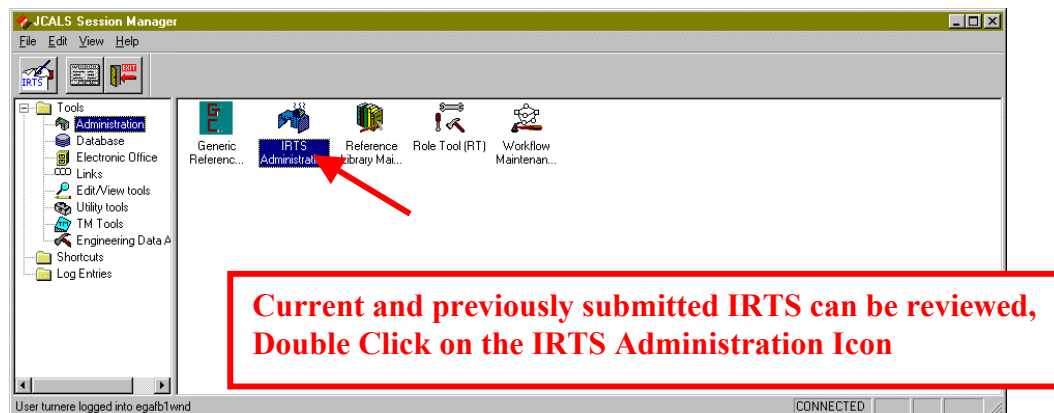
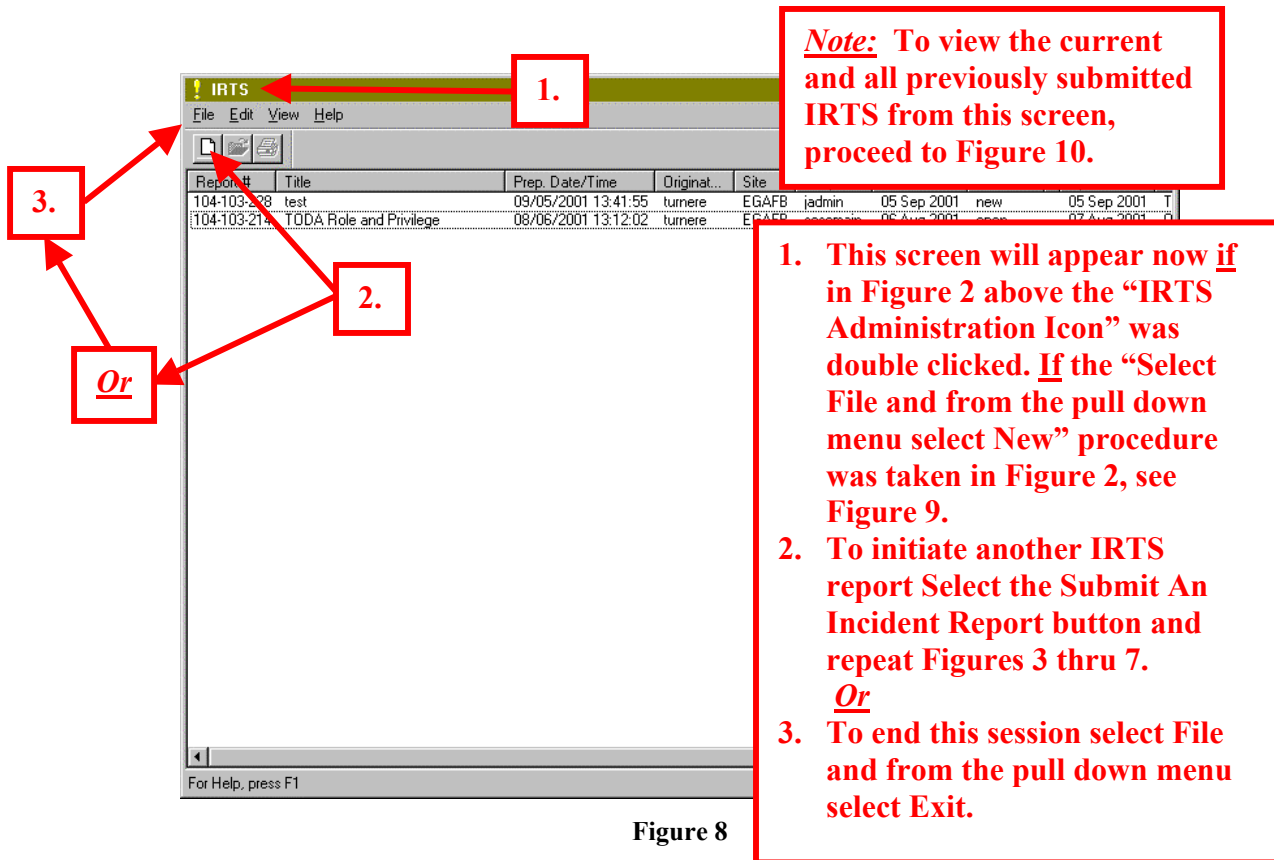
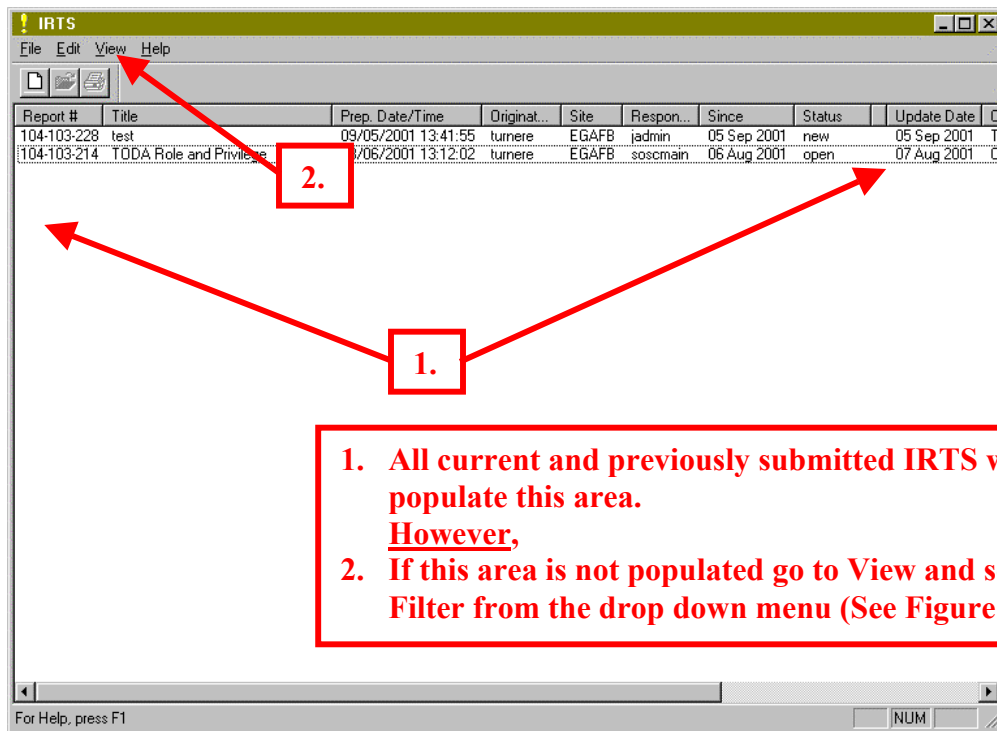


Figure 7





1. All current and previously submitted IRTS will populate this area.
However,
2. If this area is not populated go to View and select Filter from the drop down menu (See Figure 11).

Figure 10

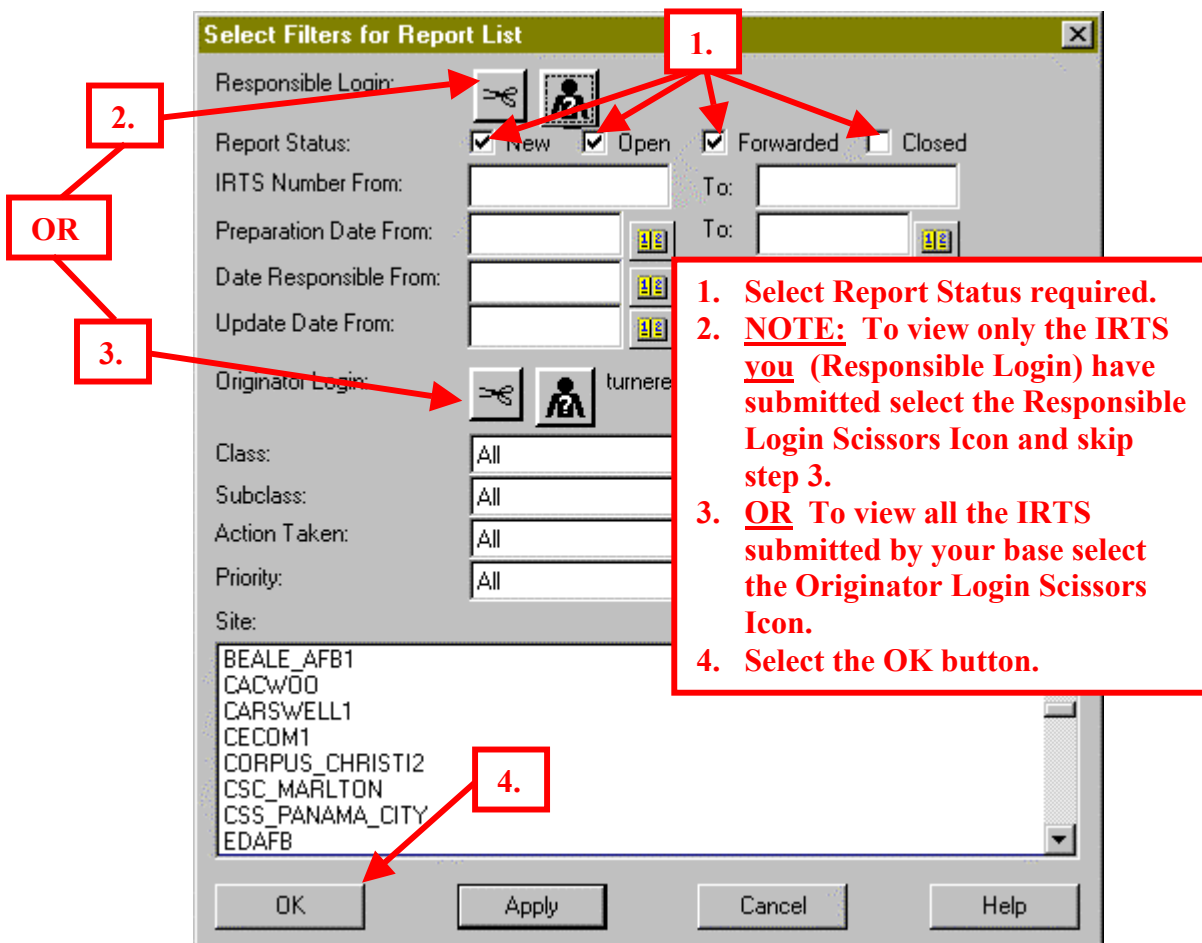


Figure 11

1. The IRTS selected have now populated all the appropriate fields.

2. Individual IRTS folders can be viewed and printed if needed. Highlight the folder to be viewed.

3. Click on the Open folder icon. View/Print the open IRTS folder as required

4. To end this session select File and from the pull down menu select Exit.

Report #	Title	Prep. Date/Time	Originat...	Site	Respon...	Since	Status	Update Date
104-103-228	test	09/05/2001 13:41:55	turnere	EGAFB	jadmin	05 Sep 2001	new	05 Sep 2001
104-103-227	Account Reconciliation Report	08/28/2001 10:01:21	larsonw	EGAFB	jadmin	28 Aug 2001	new	28 Aug 2001
104-103-226	Backorder Report	08/28/2001 09:14:25	danielrv	EGAFB	jadmin	28 Aug 2001	new	28 Aug 2001
104-103-223	REQ_SEARCH_POS	08/21/2001 08:29:43	jadmin	EGAFB	jadmin	27 Aug 2001	forwarded	27 Aug 2001
104-103-225	Search Ref Library can't view	08/24/2001 16:44:34	jadmin	EGAFB	soscmain	24 Aug 2001	open	28 Aug 2001
104-103-224	training	08/23/2001 11:02:42	cranmore	EGAFB	jadmin	23 Aug 2001	closed	0.24 Aug 2001
104-103-222	ID for Publication	08/22/2001 07:20:10	larsonw	EGAFB	jadmin	21 Aug 2001	closed	0.27 Aug 2001
104-103-221	training	08/17/2001 10:05:47	geeting	EGAFB	jadmin	17 Aug 2001	closed	0.20 Aug 2001
104-103-212	Assign T. O. number to ERTS ma	07/03/2001 15:01:49	dunawaya	EGAFB	jadmin	14 Aug 2001	forwarded	14 Aug 2001
104-103-220	Order a Pub	08/14/2001 13:07:27	dixonij	EGAFB	jadmin	14 Aug 2001	closed	0.15 Aug 2001
104-103-213	training	08/13/2001 13:50:13	turnere	EGAFB	jadmin	13 Aug 2001	closed	0.15 Aug 2001
104-103-210	Session Manager Icons	07/26/2001 09:36:55	kennedyb	EGAFB	soscmain	08 Aug 2001	closed	0.10 Aug 2001
104-103-209	rate ID report by Account	08/08/2001 14:51:00	turnere	EGAFB	jadmin	08 Aug 2001	closed	0.13 Aug 2001
104-103-208	ning Publication Numbers	07/10/2001 07:52:37	owensm	EGAFB	jadmin	07 Aug 2001	forwarded	07 Aug 2001
104-103-207	ward procedure execution pro	08/07/2001 10:28:51	rudolphg	EGAFB	jadmin	07 Aug 2001	open	27 Aug 2001
104-103-217	Information Technology Special	08/07/2001 15:42:43	turnere	EGAFB	jadmin	07 Aug 2001	closed	0.15 Aug 2001
104-103-211	test261	07/29/2001 10:13:52	turnere	EGAFB	jadmin	06 Aug 2001	closed	0.06 Aug 2001
104-103-214	TODA Role and Privilege	08/06/2001 13:12:03	turnere	EGAFB	soscmain	06 Aug 2001	open	07 Aug 2001
104-103-213	"LO" in the Reference Library	08/06/2001 13:02:53	turnere	EGAFB	soscmain	06 Aug 2001	closed	0.22 Aug 2001
104-103-212	test 2.6.1	07/29/2001 11:19:51	jadmin	EGAFB	jadmin	29 Jul 2001	closed	0.02 Aug 2001
104-103-209	1F-15A-2.05JG-00-2	07/17/2001 10:17:49	speraw	EGAFB	jadmin	17 Jul 2001	closed	0.23 Jul 2001
104-103-208	Specific ID for a Publication	07/13/2001 09:10:47	larsonw	EGAFB	jadmin	13 Jul 2001	closed	0.16 Jul 2001

Figure 12

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JCALS on the World Wide Web



Eglin JCALS

<https://jcalsinfo.eglin.af.mil/>

A proud member of the Air Force JCALS Team

To view the Latest Official (LO)

JCALS 3.1.1 TODO FUNCTIONIAL USERS GUIDE

(*Note: Prior to performing the below search All SWP 3.1.1 JCALS users must disable "Enable Full Text Search" in the Search the Reference Library screen - Option pull down menu.)

Open JCALS, double click on the **Search the Reference Library** icon (in the Electronic Office folder), click on the **Search** Icon, click on **Clear**, in the Number field type in **J%**, click on the Org Identifier Icon, click on **Clear**, in the Site: field select **EGAFB** from the dropdown menu, click on **Apply**, in the Results field select **EGLIN/EGLIN AFB - Ft. Walton Beach-FL EGLIN**, click on **ADD**, click on **OK**, click on **OK**, highlight the ^{LO} JCALS 3.1.1 TODO FUNCTIONIAL USERS GUIDE file, click on the **Open** or the **Save to workfolder** Icon.

TODO Training Information

<http://www.ide.wpafb.af.mil/JCALSTngWeb/Training.htm>

Click on "TO System Retail Operations Training Aid"

Web based Interactive Course Ware

<https://www.jcals.army.mil/jcals>

Army JCALS

<https://trainingweb.jcals.army.mil/>

JCALS Desktop Instructions

http://pdsd.wpafb.af.mil/toprac/jcals_di.htm

AFTO FORM 22 (MS Word)

<http://www.pdsd.wpafb.af.mil/toprac/afto22s.htm>

Integrated Digital Environment Program Office

<http://pdsd.wpafb.af.mil/>

WRALC Tech Manual Support Section

<http://137.244.215.33/ti/tilta/>

U.S. Army Aviation and Missile Command JCALS
SITE

<http://pubsweb.redstone.army.mil/jcals/jcals.htm>

Air Force Centralized IRTS & CR Action Site

<http://pdsd.wpafb.af.mil/irts/HOMEPAGE.htm>

EGLIN JCALS CAF HELP DESK: DSN: 872-9300 x 5777
COM: (850) 882-9300 x 5777

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